**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/DD/08 |
| Salary or Hourly Rate: | £8.75 per hour |
| Hours of Work: | Pattern of shifts to be agreed between employer and PA team.1.5hrs am (2:1 staffing), 0.5hrs lunch (1:1), 0.5hrs teatime (1:1), 1hr bedtime (2:1) |
| Location of Work: | 5 miles outside Newburgh / 8 miles Cupar |
| Contract Type: | 4 x Permanent1 x Casual |
| Useful Qualifications: | Previous experience of working within the care sector and a knowledge of providing personal care.Manual Handling training. Training in Catheter Care. |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date | 15 March 2019 |

**Role**

You will be required to assist a 62 year-old man severely disabled with MS with all aspects of personal care.

A good work ethic and willingness to learn is important. The client can communicate his specific requirements.

**Duties and Responsibilities**

* Assisting with getting up and getting ready in the morning and getting ready for bed at night.
* Provision of personal care inclusive of showering, bathing, drying and oral hygiene and assistance with toileting and dressing.
* Assisting with meal and beverage preparation and the provision of support with eating and drinking as required.
* Assisting with medication prompts
* Provision of catheter care.
* Use of hoists.**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | A positive and flexible approach to work | ✓ |  |
| E3 | Clean Driving Licence | ✓ |  |
| E4 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E7 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E8 | Friendly and approachable with a good sense of humour | ✓ |  |
| E9 | Understanding of Equal Opportunities | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | Understanding of MS |  | ✓ |
| D3 | Demonstrable experience of working with people with personal care support needs |  | ✓ |
| D4 | Experience in catheter care. |  | ✓ |
| D5 | Experience in manual handling and using a hoist. |  | ✓ |
| D6 | Experience of working with disabled people. |  | ✓ |