**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/LT/026 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 2 posts: 15 hr post; 6 hr post |
| Location of Work: | Anstruther |
| Contract Type: | Permanent |
| Useful Qualifications: | Previous experience of working within the care sector and nursing experience essential.  A knowledge of providing personal care.  Manual Handling training.. |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date | **Friday 20 January 2020** |

**Role**

You will be required to assist a 54 year-old woman old disabled woman, arthritis, fibromyalgia, to live independently within her own home.

Client’s interests include baking, bingo, keeping fit and going for a coffee.

A good work ethic and willingness to learn is important.

**Duties and Responsibilities**

* Assisting with getting up and getting ready in the morning
* Provision of personal care inclusive of showering, stoma care, bathing, drying and oral hygiene and assistance with toileting, dressing and footcare. Moving and handling.
* Assisting with meal and beverage preparation and the provision of support with eating and drinking as required.
* Assisting with medication prompts.
* Assisting client with travel eg. to attend medical and social appointments
* Assistance with maintenance exercise.

You should have an outgoing, friendly personality, a positive outlook and a good sense of humour.

Applicants are advised that this role will be carried out in a smoking environment and should be comfortable with animals.

* **Person Specification**

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|  |  | Essential | Desirable |
| E1 | Previous care/nursing experience | ✓ |  |
| E2 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E3 | A positive and flexible approach to work | ✓ |  |
| E4 | Clean Driving Licence | ✓ |  |
| E5 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E6 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E7 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E8 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E9 | Friendly and approachable with a good sense of humour | ✓ |  |
| E10 | Understanding of Equal Opportunities | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | Demonstrable experience of working with people with personal care support needs |  | ✓ |
| D3 | Experience in manual handling. |  | ✓ |
| D4 | Experience of working with disabled people. |  | ✓ |