**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CH/020 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 10hrs per month |
| Location of Work: | Kirkcaldy |
| Contract Type: | Permanent |
| Experience Required: | Experience in supporting people with a disability |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 31 May 2019 |

**Role**

I am a 38 year old woman living with complex physical health issues, enduring mental illness, Asperger’s Syndrome and hearing loss. I enjoy going to a hydrospin class, badminton, pottery, reading fantasy novels, walking my dog, music, going to the cinema, and travelling.

I am looking for someone who can support me to make new connections, participate in activities I enjoy and help me to live as independently as possible. It is desirable that you have experience in supporting people with mental health issues and Asperger’s Syndrome but training will be provided if necessary.

**Duties and Responsibilities**

* Assistance to manage health conditions and e.g. medication prompts, reminders and support with physiotherapy exercises, emotional support
* Assistance to seek appropriate help when acutely unwell
* Support to maintain employment
* Support to sustain family relationships
* Attend appointments to help with communication and remembering information
* Assisting with paperwork and form filling
* Support to engage with other people and help to keep safe from dangerous or risky situations
* Prompting with housework

**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 | Demonstrable experience of working with people with a disability | ✓ |  |
| E4 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E5 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E6 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E7 | Friendly and approachable | ✓ |  |
| E10 | Understanding of Equal Opportunities | ✓ |  |
| D1 | Understanding of and experience of supporting people with Asperger’s Syndrome |  | ✓ |
| D2 | Understanding of and experience of supporting people with mental health issues |  | ✓ |