**Job Description and Person Specification**

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| Job Title: | Personal Assistant (Care Support Worker) |
| Job reference: | SDS/CP/040 |
| Salary or Hourly rate | £12-14 per hour (dependant on experience) |
| Hours of work | 13 hours per week working the following shift pattern:2 weekday mornings from 7.15am to 8.45am1 weekday evening from 3.30pm to 7.00pmSaturday morning from 10.00am to 2.00pmSunday evening from 6.30pm to 9.00pm**\*\*The above working pattern may be negotiable with the ideal candidate.\*\***Main times of support will be needed before and after school with up to 3 hours at weekends.Applicants welcome for both 13 hours and job-share. |
| Location of work: | Carnock by Dunfermline |
| Contract Type: | Permanent |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing Date | Monday 31 August 2020 |

**Role**

Personal Assistant (Care Support Worker) sought to provide care and support to a delightful 8 year-old girl with a wicked sense of humour and a lust for fun. Conditions include Cerebral Palsy, Spina Bifida and delayed learning, resulting in catheterisation every 3 hours. Training will be given. Administering daily medication is desirable.

Main times of support will be needed before and after school with up to 3 hours at weekends.

**The above working pattern may be negotiable with the ideal candidate.**

Duties include the provision of support in the morning to assist in getting ready for school (2 mornings per weekday).

One after school session (one evening per weekdays), assisting with dinner, playing games or activities and assisting in getting ready for bed.

Weekend sessions accompanying on outings and/or social activities, assisting with dinner, playing games or activities and assisting in getting ready for bed.

Applicants should be fun loving and non-smokers. Ideally hold a clean driver’s license and have childcare experience with other special needs adults/children.

**Duties and Responsibilities/…**

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* Support to participate in social and leisure activities
* Support with dressing/toileting.
* Administration of a variety of daily medicines.
* Assisting with dinner,
* Playing games or activities.
* Ensuring children’s safety.
* Emotional and behavioural support.

**Person Specification/…**

**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | Able to be flexible with working days | ✓ |  |
| E3 | Experience of supporting children with physical disabilities | ✓ |  |
| E4 | Able to work to own initiative and come up with ideas for things to do. | ✓ |  |
| 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, fun and playful | ✓ |  |
| E9 | Enthusiastic and passionate about the job | ✓ |  |
| E10 | Clean driving licence with access to a car with business insurance. | ✓ |  |
| D1 | Experience in using tracking hoists |  | ✓ |
| D2 | Training in catheter care.  |  | ✓ |
| D3 | Administering daily medication  |  | ✓ |