**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CT/014 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 19hrs per week (Tuesday 8am-2pm and 4pm-6pm, Thursday 9am-12pm, Sunday 11am-7pm) but must be flexible as days may occasionally vary. |
| Location of Work: | Markinch |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working in the care sector and providing personal care. |
| Essential Requirements | Clean driving licence and access to a car |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 29 November 2019. |

**Role**

I am a young individual with cerebral Palsy and Glaucoma. I like to challenge myself and am outgoing. I enjoy being out and about I like to take part in a variety of activities e.g. choir, carpet bowls, swimming, walking, trike riding, cooking, reading and trying new things. I require assistance to carry out day to day tasks, to plan and organise appointments or my choice of activities for the week.

**Duties and Responsibilities**

* Provision of personal care inclusive of showering, bathing, drying, and dressing.
* Meal preparation – preparing breakfast, lunch and evening meal. Making sure access to drinks and snacks are available.
* Reading out and filling out paperwork
* Making phone calls on clients behalf
* Assisting client with travel e.g. to get to appointments, social activities, shops
* Assisting client when out and about (being a sighted guide)
* Carrying things e.g. shopping
* Assisting client with planning and organising
* Proofreading work done on a PC
* 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 personal care support needs | ✓ |  |
| 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 | Experience of working with disabled people. | ✓ |  |
| 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 | ✓ |  |
| E11 | Clean driving licence with access to a car | ✓ |  |
| E12 | Ability to provide continuity of care | ✓ |  |
| E13 | Ability to provide consistent and effective communication | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |
| D3 | Visual Impairment Awareness & Sighted Guide Training |  | ✓ |
| D4 | Understanding of different communication needs |  | ✓ |