**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/FM/016 |
| Salary or Hourly Rate: | £11 per hour |
| Hours of Work: | 4hrs per week |
| Location of Work: | Kinghorn |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working within a support and care background and with people living with dementia. |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 22 April 2019 |

**Role**

Personal assistant required to care for a 77 year old man with dementia who lives with his wife in Kinghorn.

He likes being out in his garden and with prompting will help with gardening tasks. He likes going out for walks, listening to music, and has a scientific background.

It’s important for him to live independently at home but requires prompting and supervision to be able to do so. He has a good sense of humour so looking for a likeminded person.

You must be mature with relevant work experience with people with dementia and be able to be flexible as hours of work will vary week to week.

**Duties and Responsibilities**

* Prompting and supervision with personal care inclusive of showering, drying, oral hygiene, toileting and dressing.
* Assistance with meal preparation
* Provision of support for social activities inclusive of gardening, walking, listening to music and outings in the local community.
* Prompting and supervision with medication as required
* Support with behaviour management
* Emotional and psychological support

**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 inclusive of dispensing medication | ✓ |  |
| E4 | Experience of supporting people with personal and home-based tasks | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | Experience of working with people with dementia | ✓ |  |
| E7 | Previous experience of supporting individuals to maintain social contacts | ✓ |  |
| E8 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E9 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E10 | Friendly and approachable with a good sense of humour | ✓ |  |
| E11 | Understanding of Equal Opportunities | ✓ |  |
| E12 | Clean driving licence | ✓ |  |
| D1 | SVQ in Health and Social Care (or equivalent) |  | ✓ |
| D2 | Clean driving license with access to a car |  | ✓ |