**Job Description and Person Specification**

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| Job Title: | Personal Assistant(s) |
| Job Reference: | SDS/FO/006 |
| Salary or Hourly Rate: | £9.30 per hour |
| Hours of Work: | Permanent post – 28 hours per week  Shift Pattern - 10am to 2pm and 6pm to 10pm daily.  Casual Workers – to cover adhoc hours as required  Shifts to be arranged between PA team and employer. |
| Location of Work: | Rosyth |
| Contract Type: | Permanent and Casual |
| Qualifications Required: | Previous experience of working within the care sector with a previous working knowledge of providing personal care. |
| Essential Requirements | Clean driving licence.  Moving and handling training. |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | **Friday 10 July 2020** |

**Role**

You will be required to assist a woman with personal care and meal preparation, medication prompts, and moving her between her bed and chair. You must have a sense of humour and be passionate about the job. Client is a smoker and you will be working in her home so applicants must be comfortable working in a smoking environment.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work. They must have experience of working with people with a disability and experience of supporting someone with personal care.

This role requires an enhanced check through PVG (Protecting Vulnerable Groups).

**Duties d Responsibilities**

* Assisting with getting up and getting ready in the morning and getting ready for bed at night.
* Provision of personal care inclusive of showering, bathing, drying, and assistance with toileting and dressing.
* Meal preparation – preparing breakfast, lunch and evening meal. Making sure access to drinks and snacks are available.
* Going to shop to collect weekly groceries
* Assistance with laundry and keeping house tidy
* Assistance with medications and creams.

**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 | Ability to work as part of a team | ✓ |  |
| 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 | ✓ |  |
| E13 | Moving and Handling Training including using a turner | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |