**Job Description and Person Specification**

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| Job Title: | Personal Assistant X 2 |
| Job Reference: | SDS/IS/004 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 48 hours to be split between PA’sWorked over 7 days a week; rotational day shift/night shift with sleepover (12hr shifts). Flexibility is required.  |
| Location of Work: | Cowdenbeath |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working within the care sector with a previous working knowledge of providing personal care. |
| Essential Requirements | Clean driving licence  |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date:  | 3 May 2019 |

**Role**

Your will be required to provide personal care and support to a female, with Dementia, to live independently within her home.

**Duties and Responsibilities**

* Assistance with getting dressed in the morning and ready for bed in the evening.
* Provision of personal care inclusive of assistance with bathing, washing hair and brushing teeth.
* Meal preparation and making sure access to refreshments available for during the day.
* Gentle prompting to eat and drink.
* Prompting with medication

**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 | Clean driving licence | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |