**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/IB/015 |
| Salary or Hourly Rate: | £8.75 per hour |
| Hours of Work: | 8 per week  |
| Location of Work: | Charlestown, Fife |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working within the care sector and a knowledge of providing personal care. |
| Closing date | Friday 15 March 2019 |

**Role**

You will be required to assist a 77 year-old disabled man with the provision of companionship.

**Duties and Responsibilities**

* Assisting with medication prompts
* Provision of companionship. Interests include: Gardening, DIY and computing.
* Provision of support to attend appointments and social activities.
* **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 | Clean Driving Licence | ✓ |  |
| E4 | Demonstrable experience of working with people with personal care support needs | ✓ |  |
| E5 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E6 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E7 | Experience of working with disabled people. | ✓ |  |
| E8 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E9 | Friendly and approachable with a good sense of humour | ✓ |  |
| E10 | Understanding of Equal Opportunities | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. |  | ✓ |
| D3 | Understanding of a Stroke. |  | ✓ |