**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/LH/003 |
| Salary or Hourly Rate: | £8.75 per hour |
| Hours of Work: | Pattern of shifts to be agreed between employer and PA team. 2.20hrs per day split over 4 visits per day.  2:1 support to be provided – 7 days a week. |
| Location of Work: | Buckhaven/Levenmouth |
| Contract Type: | 4 x Permanent  1 x Casual Worker |
| Qualifications Required: | Previous experience of working within the care sector and a knowledge of providing personal care.  Manual Handling training. Training in Catheter Care. |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date | Sunday 20 January 2019 |

**Role**

You will be required to assist a female with MS who has poor mobility and requires support to live independently in her own home.

**Duties and 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 oral hygiene and assistance with toileting and dressing.
* Assisting with meal and beverage preparation and the provision of support with eating and drinking as required.
* Provision of support for social activities inclusive of shopping, visits to the bank and paying bills and attending appointments as required.
* Assisting with medication prompts from pre-prescribed Nomad.
* Provision of catheter care.
* Use of hoists.**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 | Experience in manual handling and using a hoist. | ✓ |  |
| E6 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E7 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E8 | Experience of working with disabled people. | ✓ |  |
| E9 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E10 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E11 | Friendly and approachable with a good sense of humour | ✓ |  |
| E12 | Understanding of Equal Opportunities | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | Understanding of MS |  | ✓ |