**Job Description and Person Specification**

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| Job Title: | Personal Assistant (Care Support Worker) (Female only) |
| Job Reference: | SDS/MD/041 |
| Salary or Hourly Rate: | £9:30 |
| Hours of Work: | 9.25 p/wk |
| Location of Work: | Kirkcaldy |
| Contract Type: | Permanent |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | Monday 31 August 2020 |

**Role**

Personal assistant (Care Support Worker) required to support 10 year old boy, with a diagnosis dystonia of arms and legs and delayed learning, who is non verbal.

Marshall is an adventurous and happy boy who loves the outdoors, caravans, parks, car trips, soft play, swimming and singing.

Marshall is lively and likes interacting with you. He communicates using some signs and an Ipad. The role is demanding and the postholder must be equipped at dealing with challenging behaviour.

Applicants should be fun loving and non-smokers. Ideally hold a clean driver's license and have childcare experience with other special needs adults/children in a residential / school setting is advantageous.

**Duties and Responsibilities**

* Support to participate in social and leisure activities.
* Preparing snacks and support feeding - Marshall eats solid food himself but needs help with spooned foods. He drinks from a closed cup with a spout.
* Administering medication.
* Help with toileting/dressing/undressing.
* Ensuring children’s safety.
* Emotional and behavioural support.

**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | Able to be flexible with working days | ✓ |  |
| E3 | Experience of supporting children with physical disabilities | ✓ |  |
| E4 | Able to work to own initiative and come up with ideas for things to do. | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E7 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E8 | Friendly, fun and playful | ✓ |  |
| E9 | Enthusiastic and passionate about the job | ✓ |  |
| E10 | Clean driving licence with access to a car with business insurance. | ✓ |  |
| D1 | Experience in a residential and school setting |  | ✓ |
| D2 | Training in learning disabilities and communication used by non-verbal children |  | ✓ |