**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/NS/032 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 16hrs per week over 3 days – Monday, Wednesday and Friday. On rare occasion may be asked to work Tuesday or Thursday. Working hours are between 9am and 5pm. |
| Location of Work: | Lundin Links |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working within the care sector and understanding of neurological disorders. |
| Essential Requirements | Clean driving licence and access to a car. |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date:  | 6 March 2020 |

**About Me**

I’m a mother of two grown up children, a wife and professional career woman. I have a good sense of humour, a bubbly, outgoing personality, and very much a “people person”. I have a passion for complimentary therapies, which I use regularly, and also practice mindfulness and meditation on a daily basis. I also enjoy all types of music, socialising, fashion, going to the cinema, theatre, concerts, etc. However, I am unable to go out much now.

**Duties and Responsibilities**

* Provision of personal care as required, inclusive of help showering.
* Assistance with following my care plan from my specialist and doctor.
* Meal preparation – preparing high protein, gluten free, easy to eat food during the day.
* Support to attend appointments.
* Help to access social activities and to go out (occasionally).

**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Smart appearance and good hygiene practice, including personal hygiene. | ✓ |  |
| E2 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E3 | A positive and flexible approach to work | ✓ |  |
| E4 | Demonstrable experience of working with people with personal care support needs | ✓ |  |
| 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 | Understanding of Equal Opportunities | ✓ |  |
| E11 | Clean driving licence | ✓ |  |
| E12 | Compassionate, empathetic and respectful | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |
| D3 | Understanding of working with people with neurological illness e.g. Parkinson’s and MS |  | ✓ |