**Job Description and Person Specification**

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| Job Title: | Personal Assistant (x2)  |
| Job Reference: | SDS/DE/033 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 2 posts - 161/2 hours Time and pattern of shifts to be agreed with employer. |
| Location of Work: | Dunfermline |
| Contract Type: | 2 x Permanent |
| Useful Qualifications: | Previous experience of working within the care sector and a knowledge of providing personal care.Manual Handling training.  |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date | **Friday 17 January 2020** |

**Role**

You will be required to assist a 57 year old man with Secondary Progressive Multiple Sclerosis, with all aspects of personal care.

A good work ethic and willingness to learn is important. The client can communicate his specific requirements. He enjoys walks, football, cinema, theatre, music, snooker, exercise classes.

**Duties and Responsibilities**

* Assisting with getting up and getting ready in the morning.
* 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.
* Assisting with medication prompts as required within the support plan
* Assistance with maintenance exercise.
* Moving and handling
* Accompanying the client to social activities on days agreed

You should have an outgoing, friendly personality, a positive outlook and a good sense of humour.

Applicants are advised that this role will be carried out in a non-smoking environment.**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 | 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 | 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 and approachable with a good sense of humour |  |  |
| E9 | Understanding of Equal Opportunities |  |  |
| D1 | Understanding of health and safety issues in the home |  |  |
| D2 | Demonstrable experience of working with people with personal care support needs |  |  |
| D3 | Experience in manual handling and using a hoist. |  |  |
| D4 | Experience of working with disabled people. |  |  |