**Job Description and Person Specification**

|  |  |
| --- | --- |
| Job Title: | Personal Assistant |
| Job Reference: | SDS/MC/037 |
| Salary or Hourly Rate: | £10 per hour |
| Hours of Work: | 14 hrs. Applicants will be considered for job-share but must be flexible. Days to include Tuesday, Saturday & Sunday. Specific timings to be discussed with employer. |
| Location of Work: | Kennoway |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working in the care sector and providing personal care. |
| Essential Requirements | Clean driving licence and access to a car |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | **13 April 2020** |

**Role**

I am an 81 year old woman. I like dogs and person must be a dog lover. You must have a good sense of humour, enjoy conversations, quiz TV programmes, Bird watching. I have an interest in dancing, bingo and holidays.

**Duties and Responsibilities**

* Provision of personal care inclusive of showering, bathing, drying, and dressing.
* Meal preparation – preparing breakfast, lunch and evening meal. Making sure access to drinks and snacks are available.
* Assisting client with travel e.g. to get to appointments, social activities, shops

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | A positive and flexible approach to work | ✓ |  |
| E3 | Demonstrable experience of working with people with personal care support needs | ✓ |  |
| 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 | 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 with access to a car | ✓ |  |
| E12 | Ability to provide continuity of care | ✓ |  |
| E13 | Ability to provide consistent and effective communication | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |
| D3 | Understanding of different communication needs |  | ✓ |