**Job Description**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/ |
| Hourly Rate: | £8.75 per hour |
| Hours of Work: | 12 hours per week |
| Location of Work: | Cowdenbeath |
| Contract Type: | Permanent |
| Working Pattern: | The hours involved will be mornings before school and 2/3 evenings per week. |
| Experience Required: | Previous experience of working within a support/care background and with adult/children with additional support needs. |
| Closing Date: | 1 March 2019 |

**Role**

Personal Assistant required to work in a busy family home to provide care and support to a non-verbal teenage girl with complex additional support needs.

**Duties and Responsibilities**

* Provision of personal care (as required) in relation to washing/showering, drying and dressing.
* Hoisting into bed/chair as client is in a wheelchair.
* Take client to social activities when needed.

**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 | Demonstrable experience of working with people with personal care support needs e.g. manual handling. | ✓ |  |
| 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 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E8 | Friendly and approachable with a good sense of humour. | ✓ |  |
| D1 | Understanding of Equal Opportunities. |  | ✓ |
| D2 | Understanding of health and safety issues in the home. |  | ✓ |
| D3 | An enhanced check through PVG (Protecting Vulerable Groups) |  | ✓ |