**Personal Assistant Required (Females Preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CH/020 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 10hrs per month |
| Location of Work: | Kirkcaldy |
| Contract Type: | Permanent |
| Experience Required: | Experience in supporting people with a disability |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 31 May 2019 |

Duties to include assisting a woman to attend appointments, manage her health conditions, provide emotional support, and help reduce isolation by supporting her to participate in social and leisure activities.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work. They must have experience of working with people with a disability to live independently. They must be reliable and be able to be flexible over days of work.

For further information and to obtain a copy of the application pack for this post please email claire.sds@dphsfife.org.uk

To apply for this post please submit your application form by:

**Email:** claire.sds@dphsfife.org.uk

**Post:** SDS Options (Fife), West Shop, Laws Close, 339 High Street, Kirkcaldy, KY1 1JN

**SDS Options Fife is advertising this vacancy on behalf of our client and are not the employer and cannot endorse any applicant and/or employer.**