**Personal Assistant Required (Females Preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CT/014 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 17hrs per week (Tuesday 8am-2pm and 4pm-6pm, Thursday 9am-12pm, Sunday 11am-7pm) but must be flexible as days may occasionally vary. |
| Location of Work: | Markinch |
| 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 September 2019 |

Duties to include assisting a woman with personal care, reading and filling out paperwork, making phone-calls, travel, getting out and about, meal preparation, helping to plan and organise, proofreading, and housework.

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 and experience of supporting someone with personal care. Continuity of care is important due to communication support needs, reduced mobility, health conditions, visual impairment and because it is vital she has routine to help her live independently in her own home.

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

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

**Email:** [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.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.**