**Personal Assistant Required (Females Preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/LH/003 |
| Salary or Hourly Rate: | £8.75 per hour |
| Hours of Work: | Pattern of shifts to be agreed between employer and PA team. 2hr 20m per day split over 4 visits per day.  2:1 support to be provided – 7 days a week. |
| Location of Work: | Buckhaven/Levenmouth |
| Contract Type: | 4 Permanent  1 Casual Post |
| Qualifications Required: | Previous experience of working within the care sector with a previous working knowledge of providing personal care.  Manual Handling training.  Training in Catheter Care. |
| Essential Requirements | A clean driving licence. |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | Sunday 20 January 2019 |
| Reference No | SDS/LH/003 |

Duties to include the provision of personal care, support with meals, medication prompts, catheter care and hoisting.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work. As the duties require flexibility the applicant should be local to Buckhaven/Levenmouth area.

For further information and to obtain a copy of the application pack for this post please enquire within or alternatively email [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk) quoting the reference number above.

To apply for this post please submit a copy of your CV with a covering letter or an application form by:

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

**Post:** SDS Options (Fife), West Shop, Law’s 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.**