**Personal Assistants Required**

|  |  |
| --- | --- |
| Job Title: | Personal Assistant |
| Job Reference: | SDS/LSC/023 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 20hrs per week plus 7-10 overnight shifts (12hr shift) per year to be agreed with employer |
| Location of Work: | Cairneyhill |
| Contract Type: | 2 x Permanent |
| Qualifications Required: | Previous experience of supporting people with disabilities and an awareness of autism |
| Essential Requirements | Clean driving licence |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 26 July 2019 |

Duties to include assisting a man to maintain employment, manage his health conditions, attend appointments, support to go to volunteer commitments, and provide support overnight to give respite to his partner.

Applicants must have a caring attitude, be open minded with a positive and flexible approach to work. They must have experience of working with people with a disability and it is desirable that they have experience of working with people with autism though training can be arranged.

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.**