**Personal Assistant Required (Females Preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/NS/032 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 16hrs per week over 3 days – Monday, Wednesday and Friday. On rare occasion may be asked to work Tuesday or Thursday. Working hours are between 9am and 5pm. |
| Location of Work: | Lundin Links |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working within the care sector and understanding of neurological disorders. |
| Essential Requirements | Clean driving licence and access to a car. |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 6 March 2020 |

**Role**

You will be required to assist a woman with personal care, attending appointments, and to be able to go out and access social activities. She is looking for someone with a bubbly personality who is compassionate, empathetic, easy going and respectful.

The hours of work will vary week-to-week as she has a fluctuating condition. You will be given advance notice of your hours by the employer and will work 64hrs over each 4 week period.

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), Caledonia House, Pentland Park, Saltire Centre, Glenrothes, KY6 2AQ

**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.**