**Personal Assistant Required (Females preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CW/031 |
| Salary or Hourly Rate: | £9:30 per hour |
| Hours of Work: | 15 hours a week. Applicants welcome for both 15 hours and job-share.  |
| Location of Work: | Methilhill |
| Contract Type: | Permanent.  |
| Experience Required: | Previous experience of working within the care sector with a working knowledge of providing care. |
| Essential Requirements | Clean driving licence.  |
| PVG | A PVG (Protecting Vulnerable Groups) is desirable. |
| Closing date:  | Friday 10 July 2020 |

**Role**

You will be required to assist a 63 year old woman with a visual impairment and diabetes to live independently within her own home, help with correspondence and take to medical appointments. Client’s interests include walking, keeping fit and gym.

You must have a caring attitude, be reliable with a positive and flexible approach to work. A good sense of humour and be passionate about the job.

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 the Methilhill area.

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

To apply for this post please submit a copy of your application form by **Friday 10 July 2020.**

**Email:** recruitment@sdsoptionsfife.org.uk

**Post:** SDS Options (Fife), DPHS Fife, Caledonia House, Pentland Park, Saltire Centre, Glenrothes, Fife, 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.**