**Personal Assistant Required (Females Preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/MC/037 |
| Salary or Hourly Rate: | £10 |
| Hours of Work: | 14 hrs. Applicants will be considered for job-share but must be flexible. Days to include Tuesday, Saturday & Sunday. Specific timings to be discussed with employer. |
| Location of Work: | Kennoway |
| 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 April 2020** |

Duties to include assisting an 81-year old woman with personal care, attending appointments, meal preparation and companionship. She enjoys routine to help her live independently in her own home. She is looking for someone with a bubbly personality who is compassionate, empathetic, easy going, respectful and is a dog lover.

Applicants are encouraged particularly from Kennoway, Levenmouth, Buckhaven or East Wemyss areas. Applicants must have a caring attitude, be reliable with a positive and flexible approach to work..

For further information and to obtain a copy of the application pack for this post please email: [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk)

To apply for this post please submit your application form by **13 April 2020**

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

* Due to current circumstances we would recommend to scan & email your application where possible.

**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.**