**Job Description and Person Specification (Females preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CW/031 |
| Salary or Hourly Rate: | £9 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 essential. |
| Closing date:  | 27 March 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, have a sense of humour be reliable with a positive and flexible approach to work. You will be working in her home and taking to appointments, so applicants must be comfortable with this.

**Duties and Responsibilities**

* Meal preparation, making beverages, giving snacks.
* Prompting with the provision of medication as required.
* Accompany to medical appointments, social activities, shopping.
* Provision of assistance with correspondence

**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | A positive and flexible approach to work | ✓ |  |
| E3 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E4 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E5 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E6 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E7 | Friendly and approachable with a good sense of humour | ✓ |  |
| E8 | Clean driving licence and access to a car | ✓ |  |
| E9 | Demonstratable experience of working with disabled people | ✓ |  |
| E10 | Previous experience of supporting individuals to maintain social contacts. | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |
| D3 | Understanding of Equal Opportunities |  | ✓ |