**Job Description**

**Ref: AB521SM**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer

**Location:**

Support in the Aboyne

**Nature of the job role:**

To assist with a variety of tasks which will support the lady in her own home, allowing her to lead an independent lifestyle. To work on a one to one basis

**Main duties:**

Prompt with medication

Clean bathroom after use

Light household duties if required

Companionship

Any other reasonable duties that may be required

**Hours of work:**

Sat & Sunday

10am – 11am

(could be flexible)

Also holiday and sickness cover available

**Rate of pay:**

£10.80

**Qualifications and Experience:**

**Essential:**

Valid First Aid certificate or willing to complete within 3 months

Adult Support and Protection training or willing to complete within 3 months

Competent in spoken English

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent is required. Employees will be required to register with the PVG Scheme

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS Payments. As an organisation we are not the employer but merely assist people to recruit staff when required. If you are employed, your contract will be with the person in receipt of the SDS Payment and not with Cornerstone.**

**Person Specification**

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| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | * Experience of working with adults/children with support needs | * Experience of caring in health or voluntary settings |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Accept delegation and work without supervision * Good team worker * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy * Good verbal and written communication skills * Competent in spoken English | * Awareness of adult/child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non judgemental manner * Work to guidelines and procedures | - cheerful, warm personality  - a quiet, calm and clear approach  - methodical and tidy  - excellent attention to detail and cleanliness  - respect for client and clients home  - conscientious, trustworthy - and patient |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service * Valid driving licence and access to a vehicle (unless otherwise specified * Good timekeeping |  |