JOB DESCRIPTION

Ref no: AS1021SM

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| 1. EMPLOYER |
| The employer will be the daughter of the lady who requires support. |

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| **2. JOB IDENTITY** | |
| **Position:** Personal Assistant | **Location: Aboyne** |
| **Hours of Work:**  **4 hrs per week**  **2 days at 2 hrs per day, flexible days**  **Monday Tuesday, Thursday or Friday**  **Flexible start between 9am – 10am** | **Term:**  This post may be subject to PVG Disclosure Scotland    **Permanent:**  Subject to a three-month probation period |

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| **3. PAY** |
| The hourly rate **£ 10.91 per** hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable, caring person required to provide support to an elderly lady to enable her to maintain independence in her own home. |
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| **5. MAIN DUTIES** |
| Morning   * Provide support with showering, hair washing and dressing. * Prompt to put on creams to arms, legs & stomach * Make breakfast once ready * Prompt medication & check they have been taken * Make bed and change weekly * Assist with light domestic tasks, washing * Make sure the lady is comfortable before you leave & clothes laid out for the next day   Ensure a happy relationship through social interaction  The above is not an exhaustive list of duties and you may be asked to perform other similar tasks within your role. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing their directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **8. PERSONAL QUALITIES** |
| It is important to be sensitive to the employer’s needs and to be respectful of their needs and wishes. It is necessary to be flexible in line with the changing levels of assistance that may be required at any time. It is important to have display a caring and kind personality. A friendly, considerate and bright outlook is more important than previous caring experience. |

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| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees may be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

****Cornerstone’s Self-Directed Support Service**** exists to support people to employ their own Reliable Persons and/or purchase services using direct 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 direct 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)** |
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| **Experience** |  | Experience of working with people with support needs. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self-motivation * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Good communication skills |  |
| **Additional requirements for this post** | A car driver with access to own vehicle |  |