**Job Description**

**Ref:WE**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer

**Location:**

Support in the Crathes, Banchory area

**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 or as part of a team of carers required to provide all aspects of personal care.

**Main duties:**

Assistance with personal care

Assistance with getting in/out of bed

Meal preparation

Companionship

Assistance with personal laundry/bed changing

Light household duties if required

Any other reasonable duties that may be required

**Hours of work:**

14 hours per week

Mondays to Fridays 7pm-9pm

Saturdays 8am-10am & 7pm-9pm

Times can be flexible

Times can be flexible also sickness and holiday relief will be required.

**Rate of pay:**

£10.91

**Qualifications and Experience:**

**Essential:**

Adult Support and Protection/Child 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

To apply for this position, please contact 01467 530522

**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 |  |