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| **Job Description****BP0422SW** |
| 1 | Employer |
| The employer is the father of the gentleman who requires care/support at home. |
| 2 | Job Identity |
| **Post Title:** | Personal Assistant (Carer)  |
| **Location:** | Peterhead |
| **Hours of Work:** | Hours are 16 – 25 per week, plus additional, as and when required and to be worked as part of a rota. Times and days to be discussed and negotiated at interview. Main hours for college approx. 8 – 2pm and 8 – 11am |
| **Term:** | Subject to a 3-month trial period |
| 3 | Remuneration |
| **Hourly Rate:** | £10.81 per hour |
| 4 | Job Description |
| To support a young gentleman with learning disability with his social and personal care needs and accompanying him to college and with social activities. Hoisting for transfers is involved. |
| 5 | Main Duties |
| 1. Transferring the gentlemen via a hoist
2. All aspects of personal care, including wash/shower/bath and dress the gentleman
3. Apply creams and help manage pressure sore
4. Support the gentleman with eating
5. Drive, accompany and assist the gentleman with attending college
6. Drive, accompany to activities, gym, pool etc
7. keeping his bathroom and bedroom clean and tidy
8. helping with stretches and exercises
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| 6 | Supervision |
| The Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the duties are, observing his directions and requests. It is also necessary to respect and promote the dignity and privacy of the gentleman. |

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| 7 | Personal Qualities |
| The Personal Assistant must be caring, kind, reliable, trustworthy and be positive & encouraging in their outlook to the work. |
| 8 | Training - *FULL training shall be offered to any successful applicant and shall be paid for by the employer* |
| * 1st Aid
* Moving and Handling
* Adult Support and Protection
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|  **References and the Protecting Vulnerable Groups Scheme**A reference from 2 employers, one of which should be current or recent is required. Employees may be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) |
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**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 supporting adults with support/care needs at home.Experience of supporting someone with personal care. | Experience of working in a social care or voluntary settings |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | * + - * Good people skills
			* Working as part of a team/team player
* Good communicator, with good verbal and written communications skills
	+ - * Accept delegation and work without supervision
* Recognise your own limitations
* Create and maintain a good relationship with the employer/supported person, while maintaining his privacy
* Work to guidelines and procedures
 | Awareness of adult’s at-risk protection issues |
| **Qualities** | * Trustworthy, reliable and conscientious
* Kind and caring nature
* Patient
* Friendly and communicative
* Non-judgemental manner
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