**Job Description**

**Job Reference Number: BP0625MC**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be the gentleman requiring support.

**Location**: Maud Area

**Rate of pay**: £13.86

**Hours of work**. Monday, Tuesday and Wednesday 8.30am – 5pm. Every 4th Weekend Saturday and Sunday 10am – 5pm

**Nature of the job role: Support a gentleman in his own home to live independently and enjoy social activities.**

**Main duties**: Support me with personal care, domestic duties and support me with my exercise routine both at home and the gym. My personal assistant would also be required to drive me to social activities.

To maintain a safe working environment

To respect confidentiality at all times.

**Training will be offered and paid for by the employer:**

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, active, reliable, confident and friendly individual.

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

A reference from 2 employers, one of which should be current or recent will be required.

**PVG will be required for successful applicant**

**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)** |
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| **Experience** | Experience of working with adults with support needs would be beneficial, but transferrable skills will also be considered | Experience of working with people in their own home.  Experience of working with people with physical disabilities. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Be a good listener. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the client at all times. | Ability to:   * Form positive relationships with client and their family. * Experience with working with individuals both at home and out in the community. |
| **Inter-personal and social skills** | Excellent communication skills  Comfortable working with individuals requiring support with mobility.  Friendly and outgoing. |  |
| **Additional requirements for this post** | Car driver is essential as client will need driven to social outings and appointments. There is a car in place for this. |  |