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| Job Description  REF – BR0422HZ | | |
| 1 | Employer | |
| The employer will be the son of the gentleman receiving support | | |
| 2 | Job Identity | |
| **Post Title:** | | Personal Assistant |
| **Location:** | | Rhynie |
| **Hours of Work:** | | **56 hours per week**  **8 hrs per day Mon-Sun**  **To be split between a team of PA’s**  Some flexibility will be required to cover holidays and sickness |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £10.50 per hour |
| 4 | Job Description | |
| 1. To provide support and assist the gentleman to live as independently as possible. 2. Assist gentleman to mobilise when required. 3. To accompany to the local shops. 4. To assist with meal preparation/ washing up after prepping. 5. Light household duties 6. Emotional and moral support | | |
| 5 | Main Duties | |
| 1. Following advice and instructions from the employer; 2. Respecting the gentleman’s and employer’s privacy – ensuring confidentiality at all times; 3. Support the gentleman to maintain as much independence as possible 4. Maintaining a happy working environment; 5. Maintaining the gentleman’s safety at all times. | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training shall be provided to any successful applicant and shall be paid for by the employer* | | |
| 6 | Supervision | |
| The Personal Assistant will be directed by and shall be 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 the privacy of the employer, and the gentleman who receives the assistance | | |
| 7 | Personal Qualities | |
| The Personal Assistant must be friendly, reliable, trustworthy and be positive & encouraging in their outlook to the work. | | |
| 8 | Training | |
| Experience working as a carer would be an advantage although further training would be offered and paid for by the employer. This would include, Adult Support & Protection, Food Hygiene and any other training required. | | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required.  A PVG may be required. | | |

**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 caring in health or voluntary settings |  |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **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 | 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 |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping | . |