**Job Description**

**Ref: CD0621FR**

* **The Employer**

The employer is the husband of the lady requiring support.

* **Job Identity**

**Job Title:** Personal Assistant (s)

**Location of Job**: Cruden Bay

**Term:**  Permanent

**Working Hours**: Mon/Weds/Fri 9.15am -10.45am

Tues/Thurs 9.15am – 10.15am

Tues/Wed 8 – 9pm

* **Rate of Pay**

£9.79 per hour

* **Job Purpose and Way of Working**
  + Personal assistant will be required to work on a 2:1 basis, supporting the lady with all aspects of personal care. Provide cover for other personal assistants in the event of absence due to sickness and holidays.

The lady’s care needs will include:

* + Support all aspects of personal care, showering, dressing and toileting and transitioning, involving the use of a hoist and following guidance of Occupational Therapist and employer.
  + Be sensitive, respect the privacy and confidentiality of the lady’s and family’s personal information
  + Attend staff meetings, if required.
  + Work according to guidelines, including Health and Safety
  + Provide a duty of care.
  + Follow advice and instructions given by health professionals involved with care
  + Ensure that guidelines connected to equipment necessary are followed at all times
  + Ensure high hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures.
  + Any other duties consistent to the duty and authorised by the employer.

**Any questions concerning these duties may be asked at the interview stage. Full training will be provided for all successful applicants.**

* **Supervision and reporting relationships**

Personal Assistants will be directed by and accountable to the employer. It is necessary to ask the employer what the care needs are, observing her directions and requests. It is also necessary to respect the family privacy

* **Skills, abilities and desirable personal qualities**

Applicants must be reliable, trustworthy and punctual and must able to work with the employer and her family on a 2:1 basis, with the employer and her family being the highest priority.

* **Training**

Full training will be provided and paid for by the employer to include.

Adult Support and Protection, Moving and Handling and Hoist Training and 1st Aid.

* **Reference and PVG Scheme membership**

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/)

**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 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** | * Accept delegation and work without supervision * Good team worker * Recognise your own limitations * Create and maintain a good relationship with the lady and the employer while maintaining family privacy * Good verbal and written communication skills * Work to guidelines, instructions and procedures | Awareness of adult/child protection issues |
| **Qualities** | * Kind and caring nature * Honest and trustworthy * Sense of humour * Remain calm and composed in challenging situations * To work in a non judgemental manner * Respect and maintain confidentiality. |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the lady.  Good timekeeping | Car Driver with valid driving licence |