**Job Description**

**Job Reference Number: CE0222HS**

**Job Title:** Personal Assistant

**Reporting to:** The employer will be the mother of the young lady.

**Location:** Elrick area, Westhill

**Rate of pay: £10.91 per hour**

**Hours of work:** Approx 6 hours per week – variable (Maternity Cover – starting March 2022)

**Nature of the job role:**

A kind and caring person is required to support a disabled young lady in her own home to join her current small team of carers. Support with all aspects of personal care and the use of hoist equipment. Also to accompany the lady to local social activities and appointments.

**Car driver preferable.**

**Main duties:**

* Work alongside another personal assistant/s in supporting client
* Assist with toileting, showering and dressing.
* Assist with light meals
* Make use of all necessary equipment to ensure safe transfer
* Administer medication - through peg tube.
* Support client on outings and appointments.
* Carry out any other duties consistent with the support plan
* Following advice given by Health professionals involved
* Confidentiality must be observed at all times and it is also necessary to respect the privacy of the family.

**Full training will be given on the role.**

**Further training will be offered and paid for by employer.**

**Annual Leave:**

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

**Desirable:**

Caring, presentable, reliable, ability to communicate clearly and sensitively.

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

A reference from 2 employers, one of which should be current or recent may be required. Employees may be required to register with the PVG Scheme.

**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 people in their own home * Experience of working with adults/children with support needs |  |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Form and maintain good working relationships with colleagues and staff from other agencies * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:  Form positive relationships with individuals |
| **Inter-personal and social skills** | * Good communication skills * A sense of humour |  |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service * Good timekeeping | Valid driving licence and access to a vehicle with business insurance |