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| Job Description  CR0321SW | | |
| 1 | Employer | |
| The employer is the daughter of the lady who requires care/support. | | |
| 2 | Job Identity | |
| **Post Title:** | | Carer/ Support Companion |
| **Location:** | | Around the Newburgh/Cruden Bay area |
| **Hours of Work:** | | **To be part of a team and working on a flexible rota basis.**  **5 hours, one day per week. Monday to Sunday**  **Daily work pattern: 2-3 visits per day between 8am and 7pm**  **Plus additional hours available and holiday cover when required.** |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £10.80 per hour |
| 4 | Summary of job role | |
| To assist an elderly lady, with dementia, living independently at her own home and to support her with all her personal care needs. | | |
| 5 | Main Duties | |
| To work as part of a team of Personal Assistants/carers in   * Encouraging the lady with washing and dressing in clean clothes in the morning. * Supporting the lady with breakfast and at other mealtimes, including meal preparation. * Daily washing of dishes. * Monitoring of food – taking in online delivery, packing away and observing sell by dates * Administering daily medication to the lady. * Supporting the lady with showering once per week. * Changing the bed weekly and operating the washing machine. * Daily short walks around the village * To work according to guidelines and instructions given by the care manager and the employer * Respecting the lady’s and the employer’s privacy – ensuring confidentiality at all times * Maintaining a happy working environment and * Maintaining the lady’s safety at all times. | | |
| *Any questions concerning duties may be raised at the interview stage* | | |
| 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 her directions and requests. It is also necessary to respect and promote the dignity and privacy of the lady, who receives support. | | |

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| 7 | Training |
| *Full training shall be offered to any successful applicant and shall be paid for by the employer*  Training requirements:   * Dementia training, Adult Support and Protection, Medication Management and Food Hygiene | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required. Employees will 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 for someone in a social care setting or in their own home | Experience of supporting someone living with dementia |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II in Social Care |
| **Skills/Abilities specific to the post** | * Work on your own initiative and according to the employer’s instructions * Good team worker/player * Create and maintain a trusting relationship with the lady and the employer, whilst maintaining family privacy * Demonstrate good interpersonal skills * Be a sensitive, but confident communicator * Be consistent in approach and care tasks | Awareness of adults at risk protection issues |
| **Qualities** | * Caring and kind * Flexible and adaptable * Understanding and patient * Trustworthy and honest * Reliable and dependable * Be sensitive and aware * Sense of humour |  |
| **Additional requirements for this post** | Good timekeeping  Must have a car and a clean driving licence |  |