**Job Description**

**Job Reference Number: DK0124HZ**

**Job Title**: PERSONAL ASSISTANT

**Reporting to**: The employer will be  THE HUSBAND OF THE RECIPIENT OF CARE

**Location**: KENNETHMONT

**Rate of pay**: £12.49 PER HR

**Hours of work**: Hours per week UP TO 40 HRS PER MONTH TO INCLUDE ONE WEEKEND ( MAY BE AVAILABLE) HOLIDAY AND SICKNESS COVER

**Nature of the job role**: To provide the support required to enable the client to remain living in their own home.

**Main duties**:

1. Administration of Medication
2. Moving and Handling
3. Support with personal care tasks
4. Support with food preparation and assisting with feeding where required
5. Assist with drinks as required

to support the client with personal care, meal preparation, to attend all appointments. Administration of medication.

Provide companionship

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

Training will be provided as required

**Annual Leave:**

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

**Desirable:**

Caring, presentable, reliable and punctual.

**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**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | Experience of working with adults | Experience of working with people in their own home  ABLE TO WORK ALONE MANAGING TIME, |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Good communication skills  A sense of humour, happy disposition | To work Confidently as part of a team |
| **Additional requirements for this post** | Reliable  Good timekeeping | Valid driving licence and access to a vehicle with business insurance |