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| Job Description  REF – DK092HZ | | |
| 1 | Employer | |
| The employer will be the husband of the lady requiring support | | |
| 2 | Job Identity | |
| **Post Title:** | | Personal Assistant |
| **Location:** | | Kennethmont |
| **Hours of Work:** | | 84 Hours per week.  12 hours per day (7am to 7pm ) |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £9.50 |
| 4 | Job Description | |
| 1. Support with washing and dressing 2. Administration of Medication 3. Moving and Handling 4. Support with personal care tasks 5. Support with food preparation and assisting with feeding where required 6. Assist with drinks as required 7. Provide companionship | | |
| 5 | Main Duties | |
| 1. Following advice and instructions from the employer; 2. Respecting the employer’s and lady’s privacy – ensuring confidentiality at all times; 3. Support the lady to maintain her independence as much as possible 4. Maintaining a happy working environment; 5. Maintaining the lady’s safety at all times. | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training shall be offered to any successful applicant and shall be paid for by the employer* | | |
| 6 | Supervision | |
| The Personal Assistant/Companion 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 lady who receives the assistance | | |
| 7 | Personal Qualities | |
| The Personal Assistant/Companion must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | | |
| 8 | Training | |
| Experience working in a care environment would be advantage although further training would be offered and paid for by the employer. This would include, Adult Support & Protection, Manual handling, 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 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 or equivalent |
| **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 | Care driver and access to your own car (business insurance will be required) |