**Job Description**

**Reference: DS0325SM**

**The Employer**

The employer is the wife of the gentleman, who requires care & support in his own family home.

**Job Identity**

**Job Title:** Personal Carer

**Location of Job**: Strathdon

**Term:** Permanent, subject to 3-month trial

**Working Hours**:  **2 OVERNIGHTS PER WEEK AVAILABLE**

**11pm – 8am**

**Also holiday & sickness cover available**

**Rate of Pay**: **£12.66 per hour - £113.94 per shift**

**Job Purpose and Way of Working**

Personal Carer required to work one to one with the elderly gentleman in his own home & to give the wife a good night’s sleep.

Support to include personal care, toileting.

**Main Duties**

This is a list of the main duties that successful applicants will be required to carry out in the family home.

1. Respite care in the family home
2. To assist the gentleman, wash and undress and get into bed, if not already in bed.
3. Assist the gentleman to get to the toilet and assist if required.
4. Change clothes and bedding if required.
5. Assist with Meds
6. Interaction. It is important to be aware of the gentleman’s needs and wants and to act on these as directed by the employer.
7. Monitoring the gentleman during the night to give wife a good night sleep.
8. Make sure the gentleman is always comfortable.
9. Light household duties

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

**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 their directions and requests. It is also necessary to respect the privacy of the family requiring assistance.

**Skills and Abilities**

**Special person/s required**

Applicants must be reliable, patient, trustworthy and punctual to be able to work with the employer in a family atmosphere and be confident to work with this gentleman, on a one-to-one basis. The gentleman’s safety and care needs are always the highest priority.

**Training**

Although experience is desired, full training will be given and paid for by the employer. It is vital that applicants are willing and happy to undergo training where required.

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**Reference and PVG Checks**

A reference from 2 employers, one of which should be current or recent is required. A PVG Scotland police check will also be required even if you have had one done for another employer recently.

**Cornerstone’s Self Direct Support Service exists to support people employing their own Personal Assistants and/or purchase services using direct payments. As an organization we are not employers but merely assist people to recruit staff when required. If you are employed, your contract will be with the person in receipt of the direct payment and not with Cornerstone.**

**Person Specification**

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| **Attributes** | **Essential**  **(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 adults with support needs | 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** | The ability to accept delegation and work without supervision.  Good team worker.  Recognize 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 protection issues. |
| **Qualities** | The ability to remain calm and composed in challenging situations.  To work in a nonjudgmental 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 | Driving License and Car due to location |