**Job Description**

**Ref: EB0324HZ**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer, who is the father of the person receiving support

**Location:**

Boyndie/Banff

**Nature of the job role:**

**To suport the recipient of care to day services**

**Support her with personal care and refreshments**

**To be a companion and friend to the recipient of care**

**Rate of Pay & Hours: £10.90 per hr**

**1 day per week x 7 hrs**

**occasionally on a Saturday by mutual agreement**

**Main duties:**

To provide support whilst attending day services

Assist with toileting when requireTo assist with providing refreshments

To be a companion and friend

To keep the recipient of care safe at all times.

**Supervision and reporting relationships:**

The Personal Assistants will be directed by and accountable to the employer, who is the father of the recipient of care

t. It is necessary to ask the employer what is required and to observe his

directions and requests. It is also necessary to respect the family’s privacy.

**Annual Leave:**

28 days pro rata (5.6 weeks per calendar year)

**Training:**

Full training will be provided and paid for by the employer. Training will include the following:

* Adult Support and Protection
* Food Hygiene
* Personal Care

**References and Disclosure Scotland Check:**

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:**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | Experience of supporting adults with support needs and young people/children  Experience of food preparation and cooking meals from scratch.  Experience of doing light household duties | Experience of supporting people in their own home. |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant training * Member of PVG Scheme or be prepared to join at own expense | SVQ Level II |
| **Skills/Abilities specific to the post** | * Good communication skills, ability to communicate clearly and sensitively * Use own initiative/self-motivation * Good Inter-personal and social skills * Form and maintain positive relationships * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach * Maintaining dignity and privacy of the family. * Able to prepare food and cook. * Able to drive with access to a car |  |
| Qualities | * Kind and Caring * Honest and trustworthy * Empathy * Likes being active * A sense of humour and fun * Must like and get on with children * Good professional and personal   boundaries/understanding confidentiality.   * Reliable, conscientious and consistent. |  |
| Other | * Clean driving license and access to car * Business insurance on own vehicle * Must like dogs. |  |