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| Job Description  REF – FH0121TH | | |
| 1 | Employer | |
| The employer will be the lady who is requiring support who has M.S. | | |
| 2 | Job Identity | |
| **Post Title:** | | Personal Assistant/Companion |
| **Location:** | | Huntly |
| **Hours of Work:** | | 9 Hours alternate weekends  Alternate Saturdays and Sundays following hours are per day:  9.30am – 11am  1.30pm – 2.30pm  5.45pm – 6.45pm  9.30pm – 10.30pm  Some flexibility to help cover annual/sick leave will be required  Additional hours may be available during the week |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £10.80 |
| 4 | Job Description | |
| 1. Assist with giving lady a drink & something to eat 2. Assist with washing and to hang it out on nice day. 3. Load & Empty dishwasher 4. Assist with home cooking for teatime e.g. soup. Curry etc 5. Pampering the client, dye hair, nails, make up when required 6. Light Domestic Duties 7. Provide cover for other assistance in the event of absence due to holidays or sickness. 8. MS can change on a daily basis thus the lady might have different requests daily. | | |
| 5 | Main Duties | |
| 1. Following advice and instructions from the employer; 2. Respecting the employer’s privacy – ensuring confidentiality at all times; 3. Support to live independently 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 her 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 with the condition of M.S would be advantage although further training would be offered and paid for by the employer. This would include, Adult Support & Protection. | | |
| **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 working with adults/children 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** | 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 |  |