**Job Description**

**Job Reference Number: GI0725MC**

**Job Title**: Personal Assistant/s

**Reporting to**: Recipient of Care.

**Location**: Inverurie

**Rate of pay**: £12.60 per hour

**Hours of work**: 21 hours per week.

**Monday to Friday**: 6.30am-8am, 6.30pm-7.30pm and 9pm-9.30pm

**Saturday and Sunday**: 8am-9.30am, 6pm-7pm and 9.30pm-10pm

**Nature of the job role:**

A personal assistant is required for a young gentleman who has physical disabilities.

He requires support with personal care, meal preparation and assistance with getting into his car.

**Main duties**:

To support with personal care, preparing meals, helping him get ready for the day and with night time routine and accessing his car.

To maintain a safe working environment.

To respect confidentiality at all times.

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

**Annual Leave:**

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

**Desirable:**

Caring, reliable fun and friendly individual who is happy working to assist a young gentleman.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent will be required.

**Employees will also 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**

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| **Attributes** | **Essential**  **(The 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 would be beneficial, but transferrable skills will also be considered. | Experience of working with people in their own home.  Experience of working with people with physical disabilities |
| **Education and Qualifications** | Good standard of education.  Willingness to undertake relevant training. | Qualification or experience of caring for individuals with needs.  Manual Handling but training will be provided. |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Be a good listener. * Use own initiative * Be flexible and adaptable * Work independently * Use a positive and supportive approach to allow the young man to live independently * Ensure the safety of person at all times. * Friendly and confident individual | Ability to:   * Form positive relationships with client and family members. * Experience of working in the care sector. |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, friendly and outgoing individual. |  |
| **Additional requirements for this post** |  |  |