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| Job Description REF – GNP0225SW |
| 1 | Employer |
| The employer will be the sister of the man that requires care. |
| 2 | Job Identity |
| **Post Title:** | Personal Assistant |
| **Location:** |  New Pitsligo, Fraserburgh |
| **Hours of Work:** | **Shifts to be covered 9 – 1pm & 5 – 9pm****Flexibility in the hours worked** |
| **Term:** | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration |
| **Hourly Rate:** | **£12.66 per hour** |
| 4 | Job Description |
| To work as part of a team. Carers are required to provide prompting with personal care. Support & assist with a variety of tasks, which will support my brother in his own home, allowing him to lead an independent lifestyle.  |
| 5 | Main Duties |
| 1. Prompting personal care
2. Support with meal preparation
3. Medication administration
4. Assistance with domestic duties, to ensure light tasks around the house are undertaken

to support this gentleman 1. Assistance with social activities
2. Any other reasonable duties that may be required
3. Following advice and instructions from the employer.
4. Respecting the employer’s privacy – ensuring confidentiality at all times.
5. Support to live independently
6. Maintaining a happy working environment.
7. Maintaining the young gentleman’s safety at all times.
8. All duties should be carried out in a safe manner; all employees are responsible for both their own safety and for the safety of others.
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| *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 |
| All Carer(s) will be directed by and shall be accountable to the employer.It is necessary to ask the employer what the duties are, observing their directions and requests. It is also necessary to respect the privacy of the employer and the recipient of the care. |
| 7 | Personal Qualities |
| Carers must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |
| 8 | Training |
| All Training would be offered and paid for by the employer.* First Aid
* Adult Support and Protection training
* Infection Control
* Food Hygiene
* Administering Medication level 3
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| **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)Cornerstone’s Direct Payments Support Service exists to support people to employ their own Personal Assistants and/or purchase services using Direct Payments. As an organization 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 Direct 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 caring in health or voluntary settings |  |
| **Education and Qualifications** | Good standard of educationCompetent in spoken EnglishWillingness 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
* Driving Licence – to drive the mobility vehicle
 | Awareness of adult/child protection issues |
| **Qualities** | Ability to * Remain calm and composed in challenging situations
* To work in a non-judgmental manner
* Work to guidelines and procedures
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| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeeping |  |