**Job Description**

**REF: GS0322EB**

1. **The Employer**

The aim of the job is to provide support and assistance to a lady with MS. The lady’s husband will be the employer. This care and assistance enables the lady to maintain an independent lifestyle in her own home.

1. **Job Identity**

**Job Title** Personal Assistant.

**Location of Job**: Stonehaven.

**Term:** Permanent subject to a 3-month probationary period.

**Working Hours**: 7.45am to 9.00am and 12.00pm to 1.00pm.

5 days a week Monday to Friday

**Rate of Pay**

£10.91 per hour

1. **Job Purpose and Way of Working**

The purpose of the position is to provide support and assistance to a lady to allow her to maintain an independent lifestyle in her own home.

1. **Main Duties**
* Respecting the lady’s privacy and that of her family whilst maintaining confidentiality at all times.
* Accountable for maintaining the lady’s safety at all times.
* Follow and adhere to the care / moving and handling plan and any advice given by other care professionals
* Provide all personal care including showering
* Support with food and drink preparation
* Maintain a consistent happy working environment
* Perform any other duties deemed applicable to the role and responsibilities of the position and authorised by the employer.
* Conduct any other tasks at the request of the employer
1. **Supervision and reporting relationships**

 The Personal Assistant will be directed by and be accountable to the employer in all aspects of the work. It is necessary to ask what the lady’s needs are and to observe their directions and requests.

 You are expected to work to a high standard and must be reliable, trustworthy and punctual. Confidentiality is an essential part of the post at all times.

1. **Skills, abilities and desirable personal qualities**

You should be friendly and approachable and respect the employer’s privacy. A person centre care approach is essential and understand that day to day changes with MS condition can appear. A double up working arrangement will be required to support the lady day to day care.

It is important that you maintain an open and honest relationship with the lady, employer and other family members at all times.

1. **Training**

Full training will be provided and paid for by the employer.

Training will include the following:

* First Aid
* Food Hygiene
* Adult Support & Protection
* Moving & Handling
* Medication Management
* Specific training from District Nurse and OT
1. **Annual Leave Entitlement**

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

1. **References and the Protecting Vulnerable Groups Scheme**

A reference from 2 employers, one of which should be current or recent is required. Employees may 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)** |
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| **Experience** | Experience of working with people in their own home | Experience of caring in health or voluntary settingsKnowledge of MS |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Use own initiative/motivation
* Form and maintain good working relationships with colleagues and staff from other agencies
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
 | Ability to:Form positive relationships with individuals |
| **Inter-personal and social skills** | * Good communication skills
* A sense of humour
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| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service
* Good timekeeping
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