**Job Description**

**Job Reference Number: JT0624PB**

**Job Title**: PA/Carer

**Reporting to**: Family Member

**Location**: Tarves, **Aberdeenshire**

**Rate of pay**: £12.00 per hour

**Hours of work**:  **14 hours per week, one hour in the morning and one in the evening**

**Nature of the job role: To support an elderly lady in her own home**

**Main duties**: Assisting morning and evening with personal care; prompt for medication and perhaps some food preparation

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

Training will be provided as required.

**Annual Leave:**

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

**Desirable:**

Experienced, reliable and caring.

**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 in the care sector | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach. | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Caring and kind.  A good sense of humour, happy disposition. |  |
| **Additional requirements for this post** |  |  |