JOB DESCRIPTION

Ref no: KS0422HS

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| 1. EMPLOYER |
| The employer is the mother of the young man who requires support |

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| **2. JOB IDENTITY** | |
| **Post title: Personal Assistant** | **Location - Kemnay** |
| **Hours of Work:**  40 hours per week  (2 days to be spent at day care, other hours negotiable) | **Term:**  Permanent  Subject to a three month probation period |

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| **3. PAY** |
| **The hourly rate is £10.91 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Personal Assistant will be working on a 1:1 basis with the young man who requires support and is a wheel chair user.  Personal Assistant will escort and accompany the young man to day centre 2 days a week and support whilst there and assist with personal care. |

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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   1. Escort and accompany to day centre 2. Encouragement and guide with social interaction 3. Provide interaction with the young man in order to help motivation 4. Prevent and protect from getting into dangerous situations by giving constant supervision 5. Carrying out any other duties consistent with the support plan 6. Following advice given by Health professionals involved in this young man’s care 7. Ensure high personal hygiene standards 8. Give a drink as required and help with feeding 9. Support with personal care   **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employer’s directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **9. TRAINING** |
| Training will be would be provided:   * First Aid * Adult Support & Protection * Moving & Handling |

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| **7. WAY OF WORKING** |
| Personal Assistant will be working on a one-to-one basis with the young man requiring support. They will accompany and escort to day centre. They will be directed by the employer as to destination and activity, at the start, or prior to every shift. It is important for the staff member to report back to the employer on any issues that arise during their shift. |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, experience is necessary as a caring individual is of the upmost importance. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. The safety of the young man must be the highest priority at all times.  **Driving licence is essential and the ability to handle a wheelchair.**  **Please note the household has pets.** |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognise public holidays. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.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 children/adults with special needs |  |
| **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 * 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 * Outgoing personality |  |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service * Good timekeeping * Full Driving Licence |  |