**Job Description**

**Job Reference Number: MB0525SM**

**Job Title**: Carer

**Reporting to**: The employer will be lady requiring care

**Location**: Birkhall, Ballater

**Rate of pay**: 13.86 per hour

**Hours of work**.

14 hrs per week available

7 days a week

1 hr morning flexible

1 hr teatime flexible

Could be job share 5 or 7 days a week or 1 do mornings and 1 do teatimes

Very flexible

**Nature of the job role:**

**To assist lady in her own home with Personal care & dressing in the morning and assist**

**with tea**

**Driver & Access to a car preferred due to location**

**Main duties**:

* Assist to shower/wash, dress and get ready for the day
* Empty commode
* Change bed weekly or as required
* Meal preparation
* Pick up prescription weekly from chemist
* Light household duties
* Respect confidentiality at all times.

**Training 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, active, reliable and friendly.

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

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

**PVG will be required for successful applicant**

**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)** |
|  |  |  |
| **Experience** | Experience of working with adults with support needs would be beneficial, but transferrable skills will also be considered | Experience of working with adults |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Be a good listener. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the lady at all times | Ability to:   * Form positive relationships with family * Experience with working with adults both at home and out in the community. |
| **Inter-personal and social skills** | Excellent communication skills  Friendly and outgoing. |  |
| **Additional requirements for this post** | Car driver with access to a vehicle and business insurance |  |