**Job Description**

**Job Reference Number: ME1123GW**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be the lady requiring support

**Location**: Ellon

**Rate of pay**: £12.66 per hour

**Hours of work**: 2 POSTS AVAILABLE

Weekends only: Sat 10am – 1pm & 4.30pm – 6.30pm, Sun 10am -12pm & 4.30pm – 6.30pm

Relief cover for annual leave/sickness- flexibility to cover shifts Monday-Sunday, times as above.

**Nature of the job role**

I am a warm, caring woman with a good sense of humour who is looking for a like-minded person to support me with daily tasks and to enable me to enjoy social activities, going to appointments and shopping.

**Main duties**:

To support with household tasks

To support with personal care

Accompany to appointments and shopping

Companionship

To maintain a safe working environment

To respect confidentiality at all times.

To assist with any other duties consistent to the duty and authorised by the employer.

Follow the care plan and advice given by other care professionals

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

Adult Support and Protection

Personal Care

**Annual Leave:**

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

**Desirable:**

Caring, active, reliable and punctual.

**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 with adults/children with support needs would be beneficial, but transferrable skills will also be considered | 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. 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 person at all times | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** |  |  |