**Job Description**

**Ref: MR0324HZ**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer, who is the daughter of the gentleman receiving support

**Location:**

Rhynie

**Nature of the job role:**

**To support the gentleman overnight with toileting/ refreshments and to keep the gentleman safe in his bed.**

**Rate of Pay & Hours: £12.49 per hour**

**16 hrs per week/ Monday and Tuesday WAKING NIGHTS**

**Main duties:**

Assisting the gentleman with toileting

Providing refreshments

Ensuring the gentleman stays safe in his bed

Changing soiled clothing and bedding if required.

**Supervision and reporting relationships:**

The Personal Assistants will be directed by and accountable to the employer, who is the daughter

receiving support. It is necessary to ask the employer what is required and to observe her

directions and requests. It is also necessary to respect the family’s privacy.

**Annual Leave:**

28 days pro rata (5.6 weeks per calendar year)

**Training:**

Full training will be provided and paid for by the employer. Training will include the following:

Adult Support and Protection

Infection Control

Foof hygiene

Personal Care

**References and Disclosure Scotland Check:**

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

Employees will 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)** |
|  |  |  |
| **Experience** | Experience of supporting adults with support needs | Experience of supporting people in their own home. |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant training | SVQ Level II |
| **Skills/Abilities specific to the post** | * Good communication skills, ability to communicate clearly and sensitively * Use own initiative/self-motivation * Good Inter-personal and social skills * Form and maintain positive relationships * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach * Maintaining dignity and privacy of the family. |  |
| Qualities | * Kind and Caring * Honest and trustworthy * Empathy      * Good professional and personal   boundaries/understanding confidentiality.   * Reliable, conscientious and consistent. |  |
| Other |  |  |