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| Job DescriptionRef: MS0225EB |
| 1 | Employer |
| The employer is the gentleman who requires care and support. |
| 2 | Job Identity |
| **Post Title:** | Personal Assistant |
| **Location:** | Stonehaven |
| **Hours of Work:** | Monday: 11.00am to 2.00pmTuesday: 11.00am to 2.00pmWednesday: 2.30pm to 5.30pmThursday: 11.00am to 2.00pmFriday: 11.00am to 1.30pmThese hours can be slightly negotiated. |
| **Term:** | Maternity cover up to 56 weeks starting from 07/03/2025Subject to a 3-month trial period |
| 3 | Remuneration |
| **Hourly Rate:** | **£16.44** |
| 4 | Summary of job role |
| Assistance with taking a walk locally and attending local activities. Assisting with preparation of meals, medication, ensuring stoma is changed correctly, assist with appropriate clothing for the weather conditions, order online grocery shopping and changing and washing bedding and cleaning of bathroom/house. |
| 5 | Main Duties |
| * Support with walks/outings locally
* Support with attending local activities
* Assisting/preparation of meals
* Ensuring stoma is changed correctly
* Putting medication into dispenser and notify gentleman when more is needed to be ordered to ensure sufficient stock
* Order online grocery shopping
* Support with choosing appropriate clothing that matches and suitable for weather
* Changing and washing bedding
* Cleaning of bathroom/house to ensure hygienic environment
* To be flexible as support needs change
* Always maintain safety and wellbeing of the gentleman
* To work according to guidelines and instructions given by the care manager and the employer
* Respecting the gentleman’s privacy – always ensuring confidentiality
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| *Any questions concerning duties may be raised at the interview stage* |
| 6 | Supervision |
| The Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the duties are, observing their directions and requests. It is also necessary to respect and promote the dignity and privacy of the gentleman who requires support.  |

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| 7 | *Training* |
| *Full training shall be offered to any successful applicant and shall be paid for by the employer***Training requirements:***Adult Support and Protection, Medication Management, Stoma Training, Infection control and Food Hygiene.*  |
|  ***References and the Protecting Vulnerable Groups Scheme****A reference from 2 employers, one of which should be current or recent is required. Employees must be registered 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 caring for someone in a social care setting or in their own home | Experience of supporting someone living with visual impairment |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training is required |  |
| **Skills/Abilities specific to the post** | * Work on your own initiative and according to the employer’s instructions
* Good team worker/player
* Create and maintain a trusting relationship with the gentleman, whilst maintaining his privacy
* Demonstrate good interpersonal skills
* Be a sensitive, but confident communicator
* Be consistent in delivery and care tasks
* Have an awareness of adults at risk and adult protection issues
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| **Qualities** | * Caring and kind
* Flexible and adaptable
* Understanding and patient
* Trustworthy and honest
* Reliable and dependable
* Be sensitive and aware
* Sense of humour
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| **Additional requirements for this post** | Good timekeeping | Drivers licence with access to a vehicle and business insurance |