**Job Description**

**Ref: MT0524HZ**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer, mother of gentleman receiving support

**Location:**

4.5 miles outside Cuminestown

**Nature of the job role: (Job Share)**

Personal Assistants should be aware that this is a family home, they must like dogs

**Rate of Pay & Hours: £12.66 per hour**

**12 hours per week**

**Thursday and Friday occasionally a Monday**

**Main duties**

To support a 27 year old gentleman with attaining independent living skills.

The client presently lives in the family home but the long term aim is that he gains the necessary skills and experience to live independently.

The PA’s role would be to provide guidance, advice and instructions on:-

Cooking, cleaning, shopping, home management, budgeting of finances, managing of appointments eg.GP, dental etc.

Supporting with accessing public transport as the client would like to attend college in the future.

Supporting the gentleman in initially attending the gym, which he will eventually attend independently.

Dietary, meal and portion control.

**Supervision and reporting relationships:**

The Personal Assistants will be directed by and accountable to the employer, who is the mother of gentleman 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:

* Child Support and Protection
* Food Hygiene

**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 and young people/children  Experience of food preparation and cooking meals from scratch.  Experience of doing light household duties | Experience of supporting people in their own home. |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant training * Member of PVG Scheme or be prepared to join at own expense | 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. * Able to prepare food and cook. * Able to drive with access to a car |  |
| Qualities | * Kind and Caring * Honest and trustworthy * Empathy * Likes being active * A sense of humour and fun * Must like and get on with children * Good professional and personal   boundaries/understanding confidentiality.   * Reliable, conscientious and consistent. |  |
| Other | * Clean driving license and access to car * Business insurance on own vehicle * Must like dogs. |  |