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| Job DescriptionRef: NB0522HZ |
| 1 | Employer |
| The employer will be the son of the lady receiving support. |
| 2 | Job Identity |
| **Post Title:** | Personal Assistant |
| **Location:** | New Deer |
| **Hours of Work:** | **7 hours per week****The exact days and time for the hours have some flexibility.** |
| **Term:** | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration |
| **Hourly Rate:** | £10.81 |
| 4 | Job Description |
| 1. Necessary requirement to speak fluent Portuguese
2. To provide support and company
3. Assist with food and drinks as required
4. Encourage social interaction.
5. To take the client out for social interaction, lunch, visits
6. Provide emotional and moral support
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| 5 | Main Duties |
| 1. Following advice and instructions from the employer;
2. Respecting the lady and employer’s privacy – ensuring confidentiality at all times;
3. Support the lady to maintain as much independence as possible
4. Maintaining a happy working environment;
5. Maintaining the lady’s safety at all times.
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| *Any questions concerning duties may be raised at the interview stage**Full training shall be offered to any successful applicant and shall be paid for by the employer* |
| 6 | Supervision |
| The Personal Assistant will be directed by and shall be accountable to the employer.It is necessary to ask the employer what the duties are, observing her directions and requests. It is also necessary to respect the privacy of the employer, and the lady who receives the assistance |
| 7 | Personal Qualities |
| The Personal Assistant must be friendly, reliable, trustworthy and be positive & encouraging in their outlook to the work. |
| 8 | Training |
| Experience working in a care environment is preferable. Experience and training in work with dementia is desirable although further training would be offered and paid for by the employer. This would include, Adult Support & Protection and dementia awareness |
| **References and the Protecting Vulnerable Groups Scheme**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)** |
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| **Experience** | Experience of caring in health or voluntary settings | Specific experience of working with dementia |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:* Accept delegation and work without supervision
* Good team worker
* Recognise your own limitations
* Create and maintain a good relationship with the employer while maintaining family privacy
* Good verbal and written communication skills
 | Awareness of adult/child protection issues |
| **Qualities** | Ability to * Remain calm and composed in challenging situations
* To work in a non-judgemental manner
* Work to guidelines and procedures
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| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeeping |  |