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| Job Description  REF- OA0921HZ | | |
| 1 | Employer | |
| The employer will be the lady requiring the support. The lady has MS. The household is a non smoking environment and there is 1 friendly dog at the house. | | |
| 2 | Job Identity | |
| **Post Title:** | | Personal Assistant |
| **Location:** | | Near Aberchirder |
| **Hours of Work:** | | 15 hours per week  3 hours am – Monday to Friday at times to be mutually agreed  Some weeks may require more support and some less depending on the health/wellbeing of the employer |
| **Term:** | | Permanent. Subject to a 3-month probationary period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £9.50 per hour |
| 4 | Job Description | |
| To provide support when required to help the employer remain as independent as possible | | |
| 5 | Main Duties | |
| 1. Following advice and instructions from the supported person; 2. Respecting the employer’s privacy – ensuring confidentiality at all times; 3. Support with accessing washing/showering facilities to ensure personal care maintained 4. Assist with making meals, snacks and drinks, tidying up kitchen area 5. Other general duties as required 6. Maintaining a happy working environment; 7. Maintaining the lady’s safety at all times. 8. Including the lady in all decisions | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training shall be offered to any successful applicant and will be paid for by the employer* | | |
| 6 | Supervision | |
| The Support Worker 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, the employer’s family and any other members of staff. | | |
| 7 | Personal Qualities | |
| The Support Worker must be reliable, trustworthy, work to a high standard and be positive and encouraging in their outlook to the work. Flexibility in working hours will be required | | |
| 8 | Training | |
| Experience of working with people with MS would be an advantage although further training may be offered and paid for by the employer. This may include  First Aid  Adult Support and Protection  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 will be required to register with the PVG (Protecting Vulnerable Groups) scheme at their own expense. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/)  For more information telephone  To apply for this position, please contact  quoting job reference  Cornerstone’s Self Directed Support Service exists to support people to employ their own Carers and/or purchase services using Direct 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 Direct 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 people within their own home | Experience of working with people who have MS |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II  Current First Aid certificate  Current Food hygiene certificate |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Form and maintain good working relationships with colleagues and staff from other agencies if relevant * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with individuals |
| **Inter-personal and social skills** | Good communication skills  A sense of humour | Car driver able to drive an automatic vehicle |