**Job Description**

**OM0522HS**

* **The Employer**

The employer is the lady requiring support.

* **Job Identity**

**Job Title:** Personal Assistant(s)

**Location of Job**: Oldmeldrum

**Term:** Permanent, subject to three month trial

 **Working Hours:** Daytime full time hours and overnights (waking nights)

Flexibility required. Days and hours can be discussed and agreed. Suitable for job share

* **Rate of Pay**

£10.91 per hour

* **Job Purpose and Way of Working**

A lady with MS, a pleasant nature and good sense of humour, is looking for personal assistant/s to make up a team of carers who can assist her with personal care, food preparation, assisting with medication and light household duties and provide double up care to allow her to maintain an independent lifestyle in her own home.

She has some complex health conditions which require gentle care, respect and understanding. Some degree of flexibility will be required with the hours.

The lady’s care needs will include:

* + Support with all aspects of personal care, showering, dressing and toileting.
	+ Food preparation – meals, drinks and snacks
	+ Support with medication management
	+ Light household duties
	+ Be sensitive, respect the privacy and confidentiality of the lady’s and family’s personal information
	+ Work according to guidelines, including Health and Safety
	+ Provide a duty of care.
	+ Follow advice and instructions given by health professionals involved with care
	+ Ensure that guidelines connected to equipment necessary are followed at all times
	+ Ensure high hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures.
	+ Any other duties consistent to the duty and authorised by the employer.

 **Any questions concerning these duties may be asked at the interview stage. Full training will be provided for all successful applicants.**

* **Supervision and reporting relationships**

Personal Assistants will be directed by and accountable to the employer. It is necessary to ask the employer what the care needs are, observing her directions and requests. It is also necessary to respect the family privacy

* **Skills, abilities and desirable personal qualities**

Applicants must be reliable, trustworthy and punctual and must able to work with the employer and her family, with the employer and her family being the highest priority.

* **Training**

Full training will be provided and paid for by the employer to include.

Adult Support and Protection, Moving and Handling, First Aid, Food Hygiene, Medication Management

* **Reference and PVG Scheme membership**

A reference from 2 employers, one of which should be current or recent is required. Employees May 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 working with adults with support needs
* Experience of caring in health or voluntary settings
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| **Education and Qualifications** | * Good standard of education
* Willingness to undertake relevant study and training
 | SVQ Level II |
| **Skills/Abilities specific to the post** | * Accept delegation and work without supervision
* Good team worker
* Recognise your own limitations
* Create and maintain a good relationship with the lady while maintaining family privacy
* Good verbal and written communication skills
* Work to guidelines, instructions and procedures
 | Awareness of adult/child protection issues |
| **Qualities** | * Kind and caring nature
* Honest and trustworthy
* Sense of humour
* Remain calm and composed in challenging situations
* To work in a non judgemental manner
* Respect and maintain confidentiality.
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| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the lady.
* Good timekeeping
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