|  |  |  |  |
| --- | --- | --- | --- |
| Job Description  Reference - PF1120SW | | | |
| 1 | Employer | | |
| The employer will be the gentleman requiring care | | | |
| 2 | Job Identity | | |
| **Post Title:** | | Carer(s) | |
| **Location:** | | Fraserburgh | |
| **Hours of Work:** | | **Looking for a second carer to cover two days a week and holiday cover**  **Hours are Morning (8.30am – 9.30am, Lunch 12.30pm – 1.30pm,**  **Tea Time 5.30pm – 6.30pm, Bed time 9pm – 9.30pm)** | |
| **Term:** | | Permanent. Subject to a 3-month probationary period | |
| 3 | Remuneration | | |
| **Hourly Rate:** | | | £9.79 |
| 4 | Job Description | | |
| Looking to employ friendly, caring staff who could assist me with daily living. Carer(s) who will give some assistance with washing (minimal personal care). Preparation of meals and drinks. I am looking for carer(s) who can be flexible as my support needs change and understands confidentiality. | | | |
| 5 | Main Duties | | |
| 1. Assisting with the gentleman’s minimal personal care – (bringing basin to gentleman, and assisting with washing and drying his back & legs) 2. To empty catheter bag 3. To prepare and cook meals 4. Kitchen tidy up after prep of food 5. Maintaining a high standard of order, hygiene and cleanliness 6. To ensure drinks are available at all times 7. To allow this gentleman to feel comfortable within his own home 8. Following instructions and advice from the employer 9. Respecting the privacy of the employer and his family-ensuring confidentiality at all times 10. Maintaining a happy working environment 11. Maintaining the gentleman’s safety at all times | | | |
| *Any questions concerning duties may be raised at the interview stage* | | | |
| 6 | Supervision | | |
| The carer(s) will be directed by the employer regarding duties while ensuring a relaxed and safe working environment. It is important that the privacy of the employer, his family, and other members of staff are respected at all times. | | | |
| 7 | Personal Qualities | | |
| The carer must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | | | |
| 8 | Training | | |
| Previous experience working with and caring for physical disabilities would be an advantage, but training will be provided and paid for by the employer to individuals interested in working in the care industry.  **Mandatory Training**  **Adult Support & Protection – on-line training**  **First Aid – on-line /classroom based**  **Food Hygiene – on-line training** | | | |
| **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/) (costs waivered until December 25th, 2020)  For more information about this position please **call Sue on 07900 741957**  To apply for this position, please telephone **01467 530522** and request an application pack quoting job **reference PF0820SW**  Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using Direct Payments. As an organization 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**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
| **Experience** |  | Experience of working with people in their own home  Experience of working with people with physical disabilities |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Use own initiative/self motivation * Form and maintain good working relationships with colleagues and staff from other agencies * 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 |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping |  |