JOB DESCRIPTION

Reference no: RF0321WE

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| 1. EMPLOYER |
| The employer will be the gentleman who requires support. |

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| **2. JOB IDENTITY** | |
| **Position:** Personal Assistant | **Location:**  Fettercairn |
| **Hours of Work:**   7.30am-9am, 12.30pm-1.30pm, 5pm-6pm, 9pm-10pm  7am-8.30am - 9pm-10pm Alternate weekend shifts  Also sickness and holiday cover will be required | **Term:**  This post may be subject to PVG Disclosure Scotland    **Permanent:**  Subject to a three month probation period |

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| **3. PAY** |
| The hourly rate  **£10.91** per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable, caring person required to provide support to a gentleman enabling him to be independent in his own home. Duties primarily to assist with washing, dressing and preparing meals. Transfers using ceiling hoist and wheelchair. |
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| **5. MAIN DUTIES** |
| 1. Assist with aspects of personal care, to include showering, and dressing 2. Ensure the gentleman’s care needs are the highest priority 3. Ensure that all physical and medical needs are met and maintained 4. Ensure the housework is maintained to include, hoovering, dusting and laundry. 5. Assist with meal preparation 6. Assist gentleman with his mobility 7. Be patient and observant towards gentleman’s communication requests 8. Ensure confidentiality at all times 9. Provide companionship 10. Liaise with professionals according to employer requests 11. Follow guidelines according to professional advice and following the care plan. 12. Assist with any other tasks relating to the employers requests   The above is not an exhaustive list of duties and you may be asked to perform other similar tasks within your role. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing their directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |
| **8. PERSONAL QUALITIES** |
| It is important to be sensitive to the employer’s needs and to be respectful of their needs and wishes. It is necessary to be flexible in line with the changing levels of assistance that may be required at any time. |
| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees may be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

****Cornerstone’s Self Directed Support Service**** exists to support people to employ their own Reliable Persons 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 with support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Good communication skills |  |
| **Additional requirements for this post** |  |  |