|  |  |  |
| --- | --- | --- |
| Job Description  REF – RL0121TH | | |
| 1 | Employer | |
| The employer will be the son of the lady receiving support | | |
| 2 | Job Identity | |
| **Post Title:** | | Personal Assistant/Carer |
| **Location:** | | Lumsden |
| **Hours of Work:** | | **14 hours per week**  Monday to Sunday 9.30am to 10.30am and 18.30 to 19.30  These times can be negotiated with successful applicant |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £9.36 |
| 4 | Job Description | |
| 1. To provide support and company 2. Assist with meal preparation 3. Assist with elements of personal care as required | | |
| 5 | Main Duties | |
| 1. Prompt the lady to take medication as required 2. Assist with elements of personal care as required i.e. dressing 3. Assist with meal preparation 4. Undertake some light housework if required 5. Follow the advice and instructions from the employer 6. Respecting the lady and employer’s privacy – ensuring confidentiality at all times 7. Support the lady to maintain as much independence as possible 8. Maintaining a happy working environment 9. Maintaining the lady’s safety at all times | | |
| *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 carer 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 gentleman who receives the assistance | | |
| 7 | Personal Qualities | |
| The carer must be friendly, reliable, trustworthy and be positive & encouraging in their outlook to the work. | | |
| 8 | Training | |
| Experience working as a carer would be an advantage although further training would be offered and paid for by the employer. This would include, Adult Support & Protection and Medication management. | | |
| **References and the Protecting Vulnerable Groups Scheme**  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**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** |  | Experience of caring in health or voluntary settings |
| **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:   * 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 |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping |  |