**Personal Assistants**

**Job Reference Number: SE1224MC**

**Job Title**: Personal Assistants

**Reporting to**: The employer will be the mother of the client requiring support.

**Location**: Ellon

**Rate of pay**: £12.66 per hour

**Hours of work**: Preferably the hours of work would be 7am -7pm and waking nights of 7pm-7am as 24 hours care is required but would be willing to consider flexible hours and days.

**There are a few posts available**.

**Nature of the job role:**

A personal assistant is required for a young lady who has a physical disability and is wheelchair dependant. All aspects of personal care are required and assistance to attend appointments.

It is very important to the young lady that she is supported to maintain an active and social lifestyle.

**Main duties**:

To support with personal care and social activities. This will involve the driving to appointments such as physiotherapy and hospital appointments or social meetings.

The client has a wheelchair adapted vehicle insured for drivers 25 years and over, however not all shifts would require the carer being able to drive.

To support with administering medication when required.

To maintain a safe working environment for young lady and staff members.

To respect confidentiality at all times.

To assist with meal preparation.

Undertake light household duties which ensure the young lady is comfortable and safe.

Follow the care plan and advice given by other care professionals

**Training below will be offered and paid for by the employer:**

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, friendly, outgoing, active and reliable.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent will be required. Employees will also be required to register with the PVG Scheme.

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS 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 SDS 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 adults with physical disabilities support would be beneficial, but transferrable skills will also be considered.  Ability to undertake manual handling and comfortable undertaking personal care. | Experience of working with people in their own home.  Willingness to learn about the clients disability and how this affects her day to day life. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training that will be required and to gain an understanding of clients personal challenges. | Posts could be ideal for a nursing, physiotherapy or health care student to gain experience in the healthcare field. |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. Be a good listener. * Use own initiative/self motivation * Be flexible and adaptable * Work independently and as part of a close team. * Use a positive and supportive approach * Ensure the safety and well-being of the client at all times | Ability to:   * Form positive relationships with client and family in their own home. * Active and able to assist with physiotherapy, swimming and gym. |
| **Inter-personal and social skills** | Excellent communication skills  Can work well as part of the care team taking care of client.  A sense of humour, happy , confident and friendly. |  |
| **Additional requirements for this post** |  | Car driver as there is a vehicle available and part of your duties is to accompany client to appointments and social outings. |