**Job Description**

**Ref: SM0722SW**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer, who is the lady receiving support and the mother of the two children

**Location:**

Mintlaw

**Nature of the job role: (Job Share)**

A kind and caring person is required to support a mother with MS in her own home to:

Help with meal preparation for the family and basic household duties/cleaning. Must be able to cook healthy and nutritious meals and hold a food hygiene certificate or be willing to obtain this. Also, to support this lady when required, with showering, washing hair & dressing etc.

Must be willing to take Covid tests

**Rate of Pay & Hours:**

**15 hours per week + 5 hours alternate weekends**

**Tuesday 9am - 12.30pm & 4.30pm – 6pm**

**Wednesday 4.30pm – 6pm**

**Thursday 9am - 1/1.30pm**

**Friday 9am – 1pm**

**Alternative weekends 9am – 12.30pm & 4.30pm – 6pm**

**To provide holiday & sick cover is essential**

**Main duties:**

* Light household duties, keeping the house clean and tidy, as directed by the lady.
* Preparing healthy, nutritious meals as directed by the employer for a family of three.
* Ensuring the kitchen is left clean and tidy at the end of each shift after the family has finished their meal.
* Support with personal care as and when required
* Do daily laundry and strip and change bedding plus ironing once per week.
* Accompanying family to social activities, these may include visits to theme parks, swimming, skating and cinema. (on hold due to covid)
* Be sensitive, respect the privacy and confidentiality of personal information
* Work according to guidelines

Ensuring guidelines connected to any equipment used are followed at all times

* Ensure high hygiene standards in food preparation and handling.
* Any other duties consistent to the role and authorised by the employer.

**Supervision and reporting relationships:**

The Personal Assistants will be directed by and accountable to the employer, who is the lady receiving support. It is necessary to ask the employer what is required and to observe her directions and requests. It is also necessary to respect the family’s privacy.

**Annual Leave:**

28 days pro rata (5.6 weeks per calendar year)

**Training:**

Full training will be provided and paid for by the employer. Training will include the following:

* Child Support and Protection
* Food Hygiene

**References and Disclosure Scotland Check:**

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).

**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 supporting adults with support needs and young people/children  Experience of food preparation and cooking meals from scratch.  Experience of doing light household duties | Experience of supporting people in their own home. |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant training * Member of PVG Scheme or be prepared to join at own expense | SVQ Level II |
| **Skills/Abilities specific to the post** | * Good communication skills, ability to communicate clearly and sensitively * Use own initiative/self-motivation * Good Inter-personal and social skills * Form and maintain positive relationships * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach * Maintaining dignity and privacy of the family. * Able to prepare food and cook. * Able to drive with access to a car |  |
| Qualities | * Kind and Caring * Honest and trustworthy * Empathy * Likes being active * A sense of humour and fun * Must like and get on with children * Good professional and personal   boundaries/understanding confidentiality.   * Reliable, conscientious and consistent. |  |
| Other | * Clean driving license and access to car * Business insurance on own vehicle * Must like dogs. |  |