**Job Description**

**Ref: ST0225HZ**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer, who is the wife of the recipient of care

**Location:**

OVERBRAE/ CRUDIE

**Nature of the job role:**

TO PROVIDE PERSONAL CARE MON-SUN OR MON-FRI FOR X 1 HR EACH MORNING

TO TAKE THE GENTLEMAN OUT IN THE COMMUNITY TO ATTEND ACTIVITIES X 8 HRS PER WEEK

MUST BE A DRIVER.

THE RECIPIENT OF CARE IS A MIDDLE AGED GENTLEMAN WHO HAS SUFFERED A SERIOUS BRAIN INJURY.

HE IS A VERY SOCIABLE AND FRIENDLY GENTLEMAN WHO NEEDS SUPPORT FOR EVERYDAY ACTIVITIES.

**Rate of Pay & Hours: £13.86 per hour**

**13 TO 15 hours per week**

**X 1 HR AM FOR PERSONAL CARE**

**X 8 HRS PER WEEK FOR SOCIAL SUPPORT**

**Main duties:**

TO PROVIDE PERSONAL CARE FOR THE GENTELAMAN EACH MORNING

TO DRIVE THE GENTLEMAN TO ACTIVITIES IN THE LOCAL AREA.

MUST BE HAPPY TO BE AROUND THE FAMILY DOGS WHILST IN THE HOUSE.

* 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 WIFE OF THE RECIPIENT OF CARE

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:**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **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. |  |