**Job Description**

**Job Reference Number: ST1021WE**

**Job Title:** Personal Assistant

**Reporting to:** Employer

**Location:** Torphins

**Rate of pay:** £10.91 per hour

**Hours of work:**

**Holiday & Relief Cover Only**

10 hours per week – Monday to Friday – 10 am – 12 pm(flexi).

**Nature of the job role:** To support an older lady with personal care, meals, exercise and to offer companionship.

**Main duties:**

* Assistance with preparing/serving meals
* Assistance with personal care (if required)
* Assistance with changing bed & Launder
* Assistance with Daily exercise
* Companionship
* Assistance with the dishwasher & washing machine
* Assistance with light household duties
* Assistance with any other duty required by employer

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

First aid & Adult protection

**Annual Leave:**

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

**Desirable:**

Caring, presentable, reliable and punctual.

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

A reference from 2 employers, one of which should be current or recent may be required. Employees may 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)** |
|  |  |  |
| **Experience** | Experience of working with adults with support needs | Experience of working with people in their own home |
| **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 * Form and maintain good working relationships with colleagues and staff from other agencies * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with individuals |
| **Inter-personal and social skills** | Good communication skills  A sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping |  |