**JOB DESCRIPTION**

**Ref no: TC0224GW**

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| **1. EMPLOYER** |
| The recipient of care will be the employer. |
| **2. JOB IDENTITY** |
| **Post title:** Personal Assistant | **Location:** Cruden Bay |
| **Hours of Work: 8 hours per week.** **Monday & Tuesday: 1-1.30pm, & 4.30-5pm** **Wednesday & Thursday: 9-10am, 1-1.30pm, 4.30-5pm, 8-9pm** **Friday: 1-1.30pm & 4.30-5pm** **You will also be required to work every 2nd weekend** | **Term:** Permanent – subject to a 3 month trial period  |
| **3. PAY** |
| £ 12.66 per hourTravel time included depending on location |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| A personal assistant(s) is required to support an elderly lady to allow her to maintain and continue an independent lifestyle in her own home.She is looking for a kind, patient person to provide personal care in the morning and evening alongside the other carer.This will provide much needed help to her family. |
| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:* Support with personal care i.e. washing, dressing, etc.
* Respecting the lady’s privacy and her family – ensuring confidentiality at all times.
* Maintaining a happy working environment
* Maintaining the lady’s safety at all times
* Any other duties consistent to the duty and authorized by the employer.
* Carry out any other tasks at the request of the employer
* Follow the care plan and advice given by other care professionals
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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Personal Assistant(s) will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employers directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **7. WAY OF WORKING** |

Personal Assistant(s) will be working on a two-to-one basis with the individual requiring support. Personal Assistant(s) will accompany and support the individual, actively motivating, communicating, interacting, guiding and assisting in all areas of support. Personal Assistants will be expected to complete monthly timesheets and submit to the employer to authorise.

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| **8. PERSONAL QUALITIES** |
| The successful applicants should have a lively, fun personality, and have an enthusiastic approach to life. However it is important that applicants are responsible adults, preferably with experience in working with or looking after people. The Personal Assistant must be reliable, trustworthy and be positive & encouraging in their outlook to the work.  |
| **9. TRAINING** |
| Below training is mandatory and must be completed within the first 6 months of employment. It will be arranged and paid for by the employer.* First Aid
* Food Hygiene and Adult Support & Protection (Online courses)
* Any other training required
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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays. |
| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| If successful a reference from 2 employers, one of which should be current or recent will be required. Employees must register with the PVG (Protecting Vulnerable Groups) Scheme or update their membership. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk/) |

**Cornerstone’s Self Directed Support Service** **exists to support people to employ their own Personal Assistants and/or purchase services using direct 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 direct 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 people in their own home |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* 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
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| **Inter-personal and social skills** | Good communication skillsA sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeepingFull Driving License and access to a vehicle |  |