|  |  |  |
| --- | --- | --- |
| Job Description  REF – | | |
| 1 | Employer | |
| The employer will be the mother of the person receiving support | | |
| 2 | Job Identity | |
| **Post Title:** | | Personal Assistant |
| **Location:** | | Fyvie |
| **Hours of Work:** | | **5 hours per week**  **Hours to be arranged with the employer**  Some flexibility will be required to cover holidays and sickness |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £9.50 |
| 4 | Job Description | |
| 1. To provide support and companionship to enable the person receiving support to attend social activities. 2. To accompany the person receiving support to attend groups and activities to help develop his communication and social skills and peer relations 3. Enable him to have similar experiences as his peers in the community. | | |
| 5 | Main Duties | |
| 1. Following advice and instructions from the employer; 2. Respecting the family and employer’s privacy – ensuring confidentiality at all times; 3. Maintaining a happy working environment; 4. To befriend the person being supported and help build their confidence and develop their social skills. 5. To ensure the person being supported is kept safe and free from harm. | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training shall be provided to any successful applicant and shall be paid for by the employer* | | |
| 6 | Supervision | |
| The Personal Assistant will be directed by and shall be accountable to the employer.  It is necessary to ask the employer what the duties are, observing her directions and requests. It is also necessary to respect the privacy of the employer, and the family. | | |
| 7 | Personal Qualities | |
| The Personal Assistant must be friendly, reliable, trustworthy and be positive & encouraging in their outlook to the work. | | |
| 8 | Training | |
| Experience working as a carer would be an advantage although further training would be offered and paid for by the employer. This would include, Child Support and Protection. | | |
| **References and the Protecting Vulnerable Groups Scheme**  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 caring in health or voluntary settings |  |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Accept delegation and work without supervision * Good team worker * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy * Good verbal and written communication skills | Awareness of adult/child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non judgemental manner * Work to guidelines and procedures |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping | . |