**JOB DESCRIPTION**

**Ref no: WC0225GW**

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| **1. EMPLOYER** |
| The employer will be the mother of the young girl requiring support. |

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| **2. JOB IDENTITY** | |
| **Post title: Personal Assistant** | **Location: Cruden Bay** |
| **Hours of Work:**  Up to 11 hours per week, days and times may be flexible. | **Term:**  Permanent subject to a 3-month trial period. |

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| **3. PAY** |
| **£ 13.86 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To support a young girl with complex needs to enjoy activities and allow her parents respite. |

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| **5. MAIN DUTIES** |
| To support the young girl to go out for walks and enjoy activities in her local area. Preferably, the Personal Assistant will be a driver and comfortable driving a wheelchair accessible car, to enable outings further afield.  To support with personal care.  To administer medication as required.  To work in accordance with any care plans, as directed by the employer. |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employer’s 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 will be working on a one-to-one basis with the individual requiring support. Staff will accompany and support the individual, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the staff to report back to the employer with any concerns that arise during their shift.

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| **8. PERSONAL QUALITIES** |
| It is important that applicants are responsible adults, preferably with experience in working with or looking after people. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **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 - classroom * Moving and Handling - classroom * Epilepsy - classroom * Child Protection - e-learning * Medication Management- e-learning |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays and all Annual Leave must be requested in advance. |

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| **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 may be asked to 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/) |

**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** | A caring understanding person is paramount to this role. | Experience  of working with people., with additional needs |
| **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 |
| **Qualities** | 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  Valid driving licence  To have or apply for a PVG |  |