**Job Description**

**Ref: YH0122TH**

1. **The Employer**

The employer will be the mother of the young adult requiring support.

1. **Job Identity**

**Job Title:** Personal Assistant and Activities Coordinator

**Location of Job**: Huntly

**Working Hours**:

6 Hours per week

Also relief cover for holidays and sickness as and when required.

1. **Rate of Pay**

£10.91 per hour

1. **Job Purpose and Way of Working**

We are looking for an enthusiastic, motivated and flexible individual to join a small team delivering an exciting and varied care package for an active young man with multiple disabilities. Within the role you will support activities that maximise the young man’s social skills, widen his horizons, and enable his mother to have regular respite from her caring responsibilities.

The duties may also include:

* Taking care of all personal care needs
* Physiotherapy, including swim sessions, cycling and use of specialist equipment.
* Tube feeding and cleaning of equipment
* Supporting the client to take part in his daytime activities, including day centre activities as well as any social engagements which may come up
* Administration of medication. Full training will be provided
* Safely operating equipment necessary to his care needs (cleaning and maintaining same equipment when necessary)
* Accompanying family on outings – possibly short breaks (to be discussed at interviews)
* Laundry duties relating to the young man only.
* Helping client to keep his room and possessions in clean condition
* Following advice given by Health Professionals involved with the adult’s care.
* Ensuring high personal hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures.
* Undergoing training relating to the post.
* To take responsibility, after discussion with the employer, to arrange outings and trips to local facilities and places of interest for the client, including swimming pools, parks, museums etc.

1. **Supervision and reporting relationships**

Personal Assistants will be directed by and accountable to the employer. It is necessary to ask the employer what the care needs are, observing

directions and requests. It is also necessary to respect their privacy

1. **Skills, abilities and desirable personal qualities**

Applicants must be reliable, trustworthy and punctual and must able to work with the client on a one-to-one basis. It is important that you are able to interact with the adult, with the client’s care needs being the highest priority

1. **Training**

Full training will be provided and paid for by the employer.

1. **Reference and Disclosure Scotland Checks**

A reference from 2 employers, one of which should be current or recent is required. A PVG disclosure Scotland check will also be required even if you have had one done for another employer recently.

**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** | Interest in working with young people with support needs | 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 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  Valid driving licence and access to a vehicle |  |