**Job Description**

**Job Reference Number: BN0824GW**

**Job Title:** Personal Assistant

**Reporting to:** The employer will be the son of the lady requiring support.

**Location:** New Deer

**Rate of pay:** £12 per hour

**Hours of work:** Up to 1 hour in the morning and 1 hour at teatime (times may be flexible- can be discussed with employer)

**Nature of the job role:** A caring and reliable personal assistant is required to support a friendly elderly lady, to remain independent in her own home. She requires some support in the morning to ensure she is up, and out of bed, and then again at teatime to ensure she has a healthy meal to eat. Providing companionship is also an important part of the role.

**Main duties:**

* Support in the morning to ensure the lady is up and out of bed. There may be some very minimal support with washing and dressing required.
* Support with preparation of an evening meal and spending time with the lady whilst she eats.
* Providing companionship
* Respecting privacy and ensuring confidentiality at all times.
* Maintaining a happy and safe working environment.
* Any other duties consistent to the duty and authorised by the employer.
* Follow the care plan and advice given by other care professionals

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

Adult Support & Protection

**Annual Leave:**

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

**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)** |
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| **Experience** | Experience of working with adults/children 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 | SVQ Level II |
| **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 |  |