**Job Description**

**Job Reference Number: DI0625EB**

**Job Title:** Personal Assistant/Carer

**Reporting to:** The employer will be the daughter of the person receiving support

**Location:** Inverbervie, Aberdeenshire

**Rate of pay:** £13.86 per hour

**Hours of work:** Week 1 – 9.5 hours per week, Week 2 – 14.5 hours per week

Week 1 – 8- 9.30am Mon/Thurs/Fri & 8 – 9pm Mon-Fri

Week 2 – 8 – 9.30am Mon/Thurs/Fri/Sat/Sun & 8- 9pm Mon - Sun

Some degree of flexibility, to be discussed at interview.

**Nature of the job role:**

To support an older lady, with medical needs including Multiple Sclerosis (MS), to live in her own home. The role is to assist the lady with washing, get dressed, preparing meals and prompting with medication.

**Main duties:**

* Personal care assistance
* Meal preparation
* Prompt with medication
* Mobility assistance
* Companionship
* Assistance with personal laundry/bed changing
* Light household duties if required
* Any other reasonable duties that may be required

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

**Annual Leave:**

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

**Desirable:**

Kind and caring, patient and understanding, good at listening and reassuring, encouraging and able to use own initiative.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent will be required. **Employees will 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)** |
|  |  |  |
| **Experience** | Experience of working with adults 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 |  |
| **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 * Kind and caring * Patient and understanding * Good at listening and reassuring * Encouraging |  |
| **Additional requirements for this post** | * Reliable * Good timekeeping | Valid driving licence and access to a vehicle with business insurance |