JOB DESCRIPTION

Ref no: HT0725DM

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| 1. EMPLOYER |
| The employer will be the lady requiring support |

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| **2. JOB IDENTITY** | |
| **Post title: Personal Assistant** | **Location: Torphins** |
| **Hours of Work: 9 Hours per week**  Monday, Wednesday & Friday  3 hours, daytime  (To be discussed at interview) | **Term:**  Permanent, Subject to a three-month probation period |

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

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To provide practical support and light personal care to a 43-year-old woman living with Multiple Sclerosis, helping her maintain comfort, independence, and a good quality of life in her own home.  This includes light household tasks, assisting with simple personal care when required, preparing a simple meal, and walking her dogs. |

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| **5. MAIN DUTIES** |
| Carer required to support and assist with the following duties:   * Carry out light household tasks such as washing, hoovering, and cleaning surfaces. * Assisting with simple personal care when required. * Prepare a simple meal. * Walking two small dogs. * Maintaining a happy working environment. * Always Maintaining lady’s safety. * Any other duties consistent to the duty and authorised by the employer. |

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| **6. SUPERVISION** |
| The Personal Assistant will be employed directly by the person receiving support and will work independently during shifts.  Guidance and direction will be provided by the person receiving care and their partner, based on daily needs and preferences.  Regular check-ins and open communication are encouraged to ensure the role continues to meet the individual’s needs and expectations. |

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| **7. PERSONAL QUALITIES** |
| Suitable applicant must be caring, patient, reliable and trustworthy. Must be able to work with the employer to achieve the best possible level of care. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |
| **8. TRAINING** |
| Full training will be given and paid by the employer. Any further questions can be discussed at Interview stage.  Adult Support & Protection/ Infection control/Food Hygiene. – eLearning |

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| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent may be required.  **PVG will be required for successful applicant.** Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**Cornerstone’s Self-Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using direct 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 direct 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 in a social care or voluntary care setting.  Experience of supporting a relative/loved one with physical disabilities. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training | SVQ Level II |
| **Skills/Abilities specific to the post** | Kind, patient, and respectful approach to care.  Clear and friendly communicator.  Able to carry out light household tasks and prepare simple meals.  Comfortable with basic personal care (e.g., emptying a commode).  Confident walking and caring for dogs.  Reliable, trustworthy, and able to work independently.  Good time management and use of initiative.  Respectful of privacy and personal boundaries. | Awareness of adult/child protection issues |
| **Inter-personal and social skills** | Empathetic and caring  Reliable and responsible  Self-aware and professional  Respectful of others’ dignity and independence  Proactive and thoughtful |  |
| **Additional requirements for this post** | Good timekeeping | Access to a vehicle and clean driving licence |