**Job Description**

**Job Reference Number: MC0523GW**

**Job Title**: Personal Assistant

**Reporting to**: Employer

**Location**: Cruden Bay

**Rate of pay**: £12.66 per hour

**Hours of work**: Up to 10 hours per week, mainly at weekends.

Additional relief hours available, during the absence of the other carer.

Shifts/ hours to be discussed and negotiated at interview.

**Nature of the job role:** I am an artistic, friendly and fun lady, wife and mum of 2 beautiful children. Due to my illness, I am currently in a wheelchair and have longer spells in bed, which makes it tricky for me to get out and about and enjoy the activities I like. I am looking for a personal assistant who can give me support at home with my personal care and getting out and about with my family.

**Main duties**:

* + Assist with all aspects of personal care, showering, dressing and toileting, involving the use of a hoist and following employer guidance.
  + Assist with all aspects of meal preparation
  + Assist and carry out light household duties
  + Social activities as and when required
  + Be sensitive, respect the privacy and confidentiality of the family’s personal information.
  + Follow advice given by health professionals involved with care
  + Ensure that guidelines connected to equipment necessary are followed at all times
  + Ensure high hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures.
  + Provide cover for other personal assistants in the event of absence due to sickness or holidays

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

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

Adult Support and Protection, Moving and Handling, Infection Control

**Annual Leave:**

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

**Desirable:**

Caring, active, reliable and punctual.

**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 also 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 would be beneficial, but transferrable skills will also be considered | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. Be a good listener. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the person at all times | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** |  |  |