**JOB DESCRIPTION**

**Ref no: EI0424SM**

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| **1. EMPLOYER** |
| The employer will be the daughter of the lady who requires support. |

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| **2. JOB IDENTITY** | |
| **Position:** Carer | **Location: Inverurie** |
| **Hours of Work: 9 Hours per week**  Mon, Wed & Friday preferred but can be flexible  3 hrs. per day between 1pm - 5pm  There may be some flexibility with the times.  Please state on application your available hours and days | **Term:**  This post will be subject to PVG Disclosure Scotland.    **Permanent**  Probationary period of three months. |

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| **3. PAY** |
| The hourly rate is £**11.22** per hour. |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable Person required to provide support to enable the lady with sight impairment to maintain an independent life, provide assistance with preparing & cooking meals & taking out shopping/coffee. |
| **5. MAIN DUTIES** |
| * To prepare and cook meals & serve * Batch cooking for freezer * Assist with all mail, writing, reading mail & posting * Assist to organize wardrobe in to matching colors. * Light household duties * Changed bed as required * Always ensure the lady's safety   The above is not an exhaustive list of duties, and you may be asked to perform other similar tasks within your role. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employer's directions and requests. It is important to maintain an open and honest relationship with the employer and the lady. It is also necessary to respect the privacy of the family. Confidentiality must always be observed. |

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| **8. PERSONAL QUALITIES** |
| It is important to be sensitive to the lady’s needs and to be respectful of her needs and wishes. It is necessary to be flexible in line with the changing levels of assistance that may be required at any time. |

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| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required to register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk/) |

**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 people with physical disabilities | Experience of working with people who need the assistance |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self-motivation * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | A caring disposition  Excellent communication skills | A good sense of humor  Enjoys working as part of a team |