**Job Description**

**REF:JA0723SM**

**Job Title:**

Personal Assistant

**Reporting to:**

The employer will be the daughter of an elderly gentlemen requiring additional support with personal care.

**Location:**

in the Aboyne area

**Nature of the job role:**

To assist with a variety of aspects within personal care this will include, but is not limited to toileting, washing, dressing, preparing lunch and all other associated tasks.

**Main duties:**

Washing

Dressing

Toileting

Preparing Meals

Any other reasonable duties that may be required

**Hours of work:**

12 hours a week available

Saturday (15:30 – 19:30) and Sunday (09:30-13:30 – 15:30-19:30)

**Rate of pay:**

£12.49 per hour

**Qualifications and Experience:**

**Essential:**

Valid First Aid certificate or willing to complete within 3 months

Adult Support and Protection or willing to complete within 3 months

**Desirable:**

Knowledge of personal care or manual handling.

Drivers Licence

**References and Protecting Vulnerable Groups (PVG) 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 Scheme

To apply for this position, please contact 01467 530522, quoting reference

**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 caring in health or voluntary settings. |
| **Education and Qualifications** | * Good standard of education.
* Willingness to undertake relevant study and training.
* Have appropriate manual handling qualification/ willingness to complete relevant training..
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| **Skills/Abilities specific to the post** | Ability to:    Accept delegation and work without supervision.    Good team worker.    Recognise your own limitations.    Create and maintain a good relationship with the employer while maintaining family privacy.    Good verbal and written communication skills.    Competent in spoken English. |     Awareness of adult/child protection issues. |
| **Qualities** | Ability to   To work in a non-judgemental manner.   Work to guidelines and procedures. |  |
| **Additional requirements for this post** |      Able to work flexible hours to meet the needs of the service.       Good timekeeping. |  |