JOB DESCRIPTION

Ref no: AF921SM

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| 1. EMPLOYER | |
| THE EMPLOYER WILL BE THE MOTHER OF THE GENTLEMAN REQUIRING ASSISTANCE | |
| **2. JOB IDENTITY** | |
| **Post title: Personal Assistant** | **Location:** Aberdeen |
| **Hours of Work:**  **8 - 12 hours per week**  **Friday – 9.30am till 17.30pm**  **Other hours flexible by arrangement**  **Occasional Saturdays may be required** | **Term:**  This post may be subject to PVG Disclosure Scotland and References  **Tenure /fixed term:**  Initially for one academic year  **DRIVERS LICENCE REQUIRED** |
| **3. PAY** | |
| **The hourly rate is £10.91 per hour** | |
| **4. JOB PURPOSE AND WAY OF WORKING** | |
| Highly motivated young man with complex needs who has successfully worked to overcome or adapt to many of his problems. He is now establishing independent living skills whilst pursuing a new career through return to study.  He has been working with another PA over the past year, but it is anticipated that he will need extra support during the coming academic year. This is because he will be starting his second full time year studying for an HND in Coaching and Sports Development at North East Scotland College. This additional PA support will help him further develop the skills he requires to facilitate his studies and achieve his desire to enter sports coaching.  Duties around his studies will include helping him to:  organize himself for study,  access materials,  contribute to group tasks,  writing notes,  typing up/recording coursework,  and helping him submit assignments on time.  There will also be a need to help in the preparation of a meal, and assist in any other daily activities – these might include occasional appointments, help with physio, swimming or gym sessions etc.  The young man has severe ataxia which can be challenging for any tasks that require manual dexterity, especially when involving fine motor skills. He would also benefit from occasional prompting to help him focus to complete tasks, and support with using his diaries and other memory aids for study (particularly if there are overlapping tasks or they are complicated and need breaking down into smaller tasks). He has plenty of good ideas and is very motivated and responsible in working towards his own independence, self-development and learning.  The PA will work both at the college’s Gallowgate premises and in the young man’s sheltered accommodation. The two learning sessions on a Tuesday and Wednesday mornings will be remote and online to begin with, but it is anticipated that they will move to the college’s Gallowgate premises sometime in the autumn. | |

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| **5. MAIN DUTIES** |
| This is a guide to the anticipated duties which will be mainly centered around supporting the gentleman with his second year studying for an HND in Coaching and Sports Development.  There will be daily living tasks (such as meals, trips to sports facilities, etc.) physio exercises and although he manages his own personal care, perhaps an occasional request for help with tasks requiring more complex motor skills,  (**On-line or college study day**)  Gentleman needs to engage in a three-hour on-line session in the morning. He will need support to prepare for class group tasks, research topics and write up and organize his notes for tasks. Help gentleman to review the session afterwards and encourage him to plan/note any follow up work for Friday. Liaise with other PA regarding workload.  **Friday 9.30 to 17.30** (private study day)  Gentleman will need to be collected from the gym first thing. (There is a motability vehicle available.)  He will then need support to complete college tasks set on Tuesday and Wednesday. This may require help with accessing on-line information, preparing his responses and organizing them into coursework for submission. There may be other tasks from other modules.  Assist in the preparation of lunch.  After further study the gentleman will require assistance with getting to the swimming pool facilities at Aberdeen Sports Village. He may require to shop for the occasional food item.  Help gentleman prepare a simple evening meal - e.g. Baked potato or pasta, vegetables and meat or fish. Tidy kitchen and make sure gentleman has the meal in front of him before leaving. Gentleman will do the washing up.  Working on occasional **Saturdays** may be required if there are tight deadlines to be met for submissions or particularly heavy workloads.  During times when the college is on holiday there may also be opportunities for outings, e.g. a bus journey into town or the beach, or social visits to be identified. |

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| **6. SUPERVISION** |
| Personal Assistant will be directed by and accountable to the employer, the gentleman and by the requirements of the college course. It is necessary to ask the employer what the support needs of the gentleman are, observing the employer’s directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must always be observed. |
| **9. TRAINING** |
| Training would be provided and paid for by the employer:   * Adult Support & Protection * First Aid |
| **7. SKILLS & ABILITIES** |
| Applicants must be reliable, patient and trustworthy and be able to work in group situations and to be confident to work on a 1:1 basis. A good knowledge of written English and experience of using a computer and online resources, confidently. A car driver would be preferred – there is access to a car. The gentleman’s safety and care needs being the highest priority at all times. |
| **8. PERSONAL QUALITIES** |
| The successful applicant should have a caring, fun personality, and have an enthusiastic approach to life. An interest in sport and enjoyment of education and learning would be an advantage. However, it is important that applicants are responsible adults, experience is necessary as is a caring individual, which is of the upmost importance. |
| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognize public holidays. |
| **11. 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** |  |  |
| **Education and Qualifications** | Good standard of education and interest in learning.  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:  To accept delegation and to also work without supervision  Use own initiative/self-motivation  Form and maintain good working relationships with family members and staff team  Be flexible and adaptable  Use a positive and supportive approach  Work to guidelines and procedures  An interest in sport, exercise and education.  Confidence in using a computer and online resources. | Awareness of adult support & protection issues |
| **Inter-personal and social skills** | Ability to remain calm and composed in challenging situations  To work in a nonjudgmental manner  Good communication skills  A sense of humor  Outgoing personality |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping | A driving license would be required |