JOB DESCRIPTION

Ref no:CW0925DM

The employer will be the daughter of the lady requiring support.

**1. EMPLOYER**

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| **2. JOB IDENTITY** | |
| **Post title:** Part-time Personal Assistant | **Location:** Westhill |
| **Hours of Work:**  20 hours per week, worked on a Rota basis. | **Term:**  Permanent subject to a 3-month trial period. |

£13.86 per hour

**3. PAY**

Follow correct procedures for moving and handling

Communicate openly with the care team and family to ensure continuity of care. Maintain confidentiality and uphold professional boundaries.

Be flexible to cover a mixture of lunchtime, dinnertime and bedtime shifts as required.

Deliver care in line with agreed routines and care plans, ensuring safety and consistency.

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To provide high-quality, person-centred care and support to a lady living with Multiple Sclerosis, enabling her to maintain dignity, comfort, and independence in her daily life. The role involves working as part of a small, consistent care team to deliver personal care, support with mobility and hoisting, meal preparation, and light household tasks.

* Work in a respectful and professional manner always, promoting dignity, choice, and independence.

**4. JOB PURPOSE AND WAY OF WORKING**

* Assisting with personal care (washing, dressing, continence care)
* Providing support with hoisting and moving
* Meal preparation and support with eating/drinking
* Carrying out light household tasks to support daily living
* Ensuring the individual’s comfort, safety, and wellbeing
* Working collaboratively with the care team and family

**5. MAIN DUTIES**

ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.

**6. SUPERVISION**

Support Worker 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. It is also necessary to

respect the privacy of the family. Confidentiality must be always observed.

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| **7. WAY OF WORKING** |
| Support Worker will be working on a one-to-one or two-to-one basis with the individual requiring support, although a short time will be spent with the family so trusting relationships can be built. You will accompany and support the individual, actively motivating, communicating, interacting, guiding, and assisting in all areas of support. It is important for the staff to report back to the  employer (daughter) with any concerns that arise during their shift. |
| **8. PERSONAL QUALITIES** |
| It is important that applicants are responsible adults, preferably with experience in working with or looking after people. They must be reliable, trustworthy and be positive & encouraging in their  outlook to the work. |
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Below training is mandatory and must be completed. The training will be arranged and paid for by the employer.

* Adult Support & Protection
* Food Hygiene
* Personal Care
* First Aid
* Moving and Handling

**9. TRAINING**

5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays and all Annual Leave must be requested in advance.

**10. ANNUAL LEAVE ENTITLEMENT**

If successful, a reference from 2 employers, one of which should be current or recent will be required. **Employees will be asked to register with the PVG (Protecting Vulnerable Groups) Scheme or possibly update their membership**. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk/)

**11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME**

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)** |
| **Experience** | Experience of working in establishments or on a personal level with vulnerable adults  /children. | Experience of caring in health or voluntary  settings |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities**  **specific to the** | Ability to:   * Communicate clearly and sensitively |  |

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| **post** | * Use own initiative/self-motivation * Form positive relationship with individual * Form and maintain good working relationships with colleagues and staff from other agencies * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach |  |
| **Qualities** | Good communication skills A sense of humour |  |
| **Additional**  **requirements for this post** | Good timekeeping  Valid driving licence and access to a vehicle To have or apply for a PVG |  |