**Job Description**

**CW1021HS**

1. **The Employer**

The aim of the job is to provide support and assistance to a disabled lady who will be the employer. This care and assistance enables the lady to maintain an independent lifestyle in her own home.

1. **Job Identity**

**Job Title** Personal Assistant/s

**Location of Job**: Westhill

**Term:** Permanent subject to a 3 month probationary period

**Working Hours**: **Various shifts available over 7 days a week**

Mornings - 11.00am – 12.30pm

Lunchtime - 1.30pm – 2.30pm

Teatime - 5.15pm – 6.45pm

Bed - 10.00pm – 11.00pm

It may be necessary to work additional hours at the request of the employer to cover holidays and sickness.

**Please note the household has a cat and the lady is a light smoker.**

1. **Rate of Pay**

£10.91 per hour

1. **Job Purpose and Way of Working**

The purpose of the position is to provide support and assistance to a lady to allow her to maintain an independent lifestyle in her own home.

1. **Main Duties**

* Provide personal care and double up care to assist with transfers and hoisting
* Assist with food preparation
* Assist with light household duties as required
* Assist with getting to bed at night and make comfortable & secure
* Provide support and companionship
* Respecting the lady’s privacy and her family – ensuring confidentiality at all times;
* Maintaining a happy working environment
* Maintaining the lady’s safety at all times
* Any other duties consistent to the duty and authorised by the employer.
* Carry out any other tasks at the request of the employer
* Follow the care plan and advice given by other care professionals

1. **Supervision and reporting relationships**

The Personal Assistant(s) will be directed by and be accountable to the employer in all aspects of the work. It is necessary to ask what the lady’s needs are and to observe their directions and requests.

You are expected to work to a high standard and must be reliable, trustworthy and punctual. Confidentiality is an essential part of the post at all times.

1. **Skills, abilities and desirable personal qualities**

You should be friendly and approachable and respect the employer’s privacy. You are required to work on a one to one basis. It is important that you maintain an open and honest relationship with the disabled lady, employer and other family members at all times.

1. **Training**

Full training will be provided and paid for by the employer. Training will include the following:-

* 1. First Aid
  2. Adult Support and Protection
  3. Manual handling

1. **Annual Leave Entitlement**

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

1. **References and the Protecting Vulnerable Groups Scheme**

A reference from 2 employers, one of which should be current or recent is required. Employees may be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.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 in their own home | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * 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 | Ability to:   * Form positive relationships with individuals |
| **Inter-personal and social skills** | * Good communication skills * A sense of humour |  |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service * Good timekeeping * Valid driving license and access to a vehicle with business insurance |  |