**Job Description**

**Reference:DB0324PB**

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| **1. EMPLOYER** |
| The employer will be the Parents of the young man who requires support |

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| **2. JOB IDENTITY** | |
| **Post title: Personal Assistant/Carer** | **Location: Balmedie** |
| **Hours of Work:**  **Monday to Friday:**  07:00 – 17.30 + 19:00 to 20:30/21:00  **Weekends:**  Saturday 07:00 to Noon/17:30 + 19:00 to 20:30  Sunday 07:00 to Noon + 19:00 to 21:00 (hours variable/negotiable) | **Term**:  Permanent position  Subject to a three month probation period |

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| **3. PAY** |
| £ 12:49 per hour / £55.99 sleeping sit per night |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| I am a young man in my early 20s, who has an interest in IT, Gaming, YouTube, diggers, tractor pulling, cycling, walking and the outdoors. I really enjoy music or all genres & dancing; comedy TV & movies. I have a wicked sense of humour and love all things funny. I am looking for an enthusiastic personal assistant to work on a one to one basis or as part of a small team. You will have a lively and fun personality, and will support me with all aspects of my personal care and help me enjoy activities in and around the family home and out and about in the community. This will allow me to lead an independent lifestyle, maintain a healthy level of physical activity and help me learn more about life outside the family home. There will also be a requirement to escort me to and from a day service 3 days a week and support me whilst there. |

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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   * Assist with personal and intimate care – washing/bathing, changing clothes, incontinence pads, applying creams and administering medications etc * Ensure proper hygiene procedures are followed at all times * Follow structured routines * Chaperone to/from day-services and outings * Follow instructions from employers * Provide duty of care at all times, following any guidance from professionals and employers. * Other general duties as required * Maintaining a happy working environment * Maintaining the young person’s welfare and safety at all times |
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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE.**  **TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Reliable, suitable person will be directed by and accountable to the employer. It is necessary to ask the employer and the young man requiring care what the support needs are, observing their directions and requirements. It is important to maintain an open and honest relationship with the employer and the young gentleman requiring care. It is also necessary to respect the privacy of  the family. Confidentiality must be observed at all times. |

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| **7. PERSONAL QUALITIES** |
| Suitable applicant does not require to have previous care-giving skills as all training will be provided in-house and by professional bodies where required. The suitable applicant must have empathy, understanding, patience, and a want to help make someone’s day just that little bit better: Be reliable, trustworthy, and punctual. Must be able to work with the employer to achieve the best possible level of care. Must respect the privacy of the family and confidentiality of any  information obtained within the care setting. |

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| **8. TRAINING** |
| Full training will be provided. Any further questions can be discussed at Interview stage. |

**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** | Training for this care post will be provided both in-house and outwith.  A caring and nurturing attitude needed | Experience of caring in health or voluntary settings |
| **Education and**  **Qualifications** | Good standard of education  Willingness to undertake relevant study and training  Have good English for communicating | SVQ Level II  Use of Makaton and Pixon Board/ Symbols – can be taught in-house |
| **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 * Respect family privacy | Ability to:   * Form positive relationships with individuals * Form routines and be methodical |

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| **Continued...**  **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job**  **performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
| **Inter-personal and**  **social skills** | * Good communication skills * leadership * A sense of humour * Trustworthy * Positivity and Empathy * Openness to Learning & Listening * Sensitive and Tactful * Emotional Intelligence |  |
| **Additional**  **requirements for this post** | * Able to work flexible hours to meet the needs of the service * Good timekeeping * Reliability | * Clean Drivers Licence * To be on a bus route (if non-driver) * Be water confident |

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| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| Two references will be required, one of which should be current or recent employer. 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/) |