|  |  |  |
| --- | --- | --- |
| Job Description  REF – FM1021SW | | |
| 1 | Employer | |
| The employer will be the Daughter of the lady, who requires care. | | |
| 2 | Job Identity | |
| **Post Title:** | | Carer(s) |
| **Location:** | | Outskirts of Mintlaw |
| **Hours of Work:** | | **Monday to Friday approx. 5.30 – 6.30pm Monday & Friday 12.30 – 1.30pm** |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | **£9.79** |
| 4 | Job Description | |
| We are looking for a carer to provide care for our mother on a 2:1 basis. This will be to assist in all aspects of care, including personal care. The role would be providing support alongside, either another carer or a family member, in feeding, washing and changing into night clothes and ensuring she is comfortable in bed. Looking for carers who have compassion, empathy and understanding for a person and their family living with Dementia/Alzheimer’s | | |
| 5 | Main Duties | |
| * Provide all aspects of personal care * Washing & changing into night wear * Provide assistance with feeding * Provide assistance with drinking * To be flexible as her support needs change * Following advice given by Health Professionals * Following advice and instructions from the employer * Respecting the lady’s privacy and that of her family – ensuring confidentiality at all times. * Maintaining a happy working environment * Maintaining the gentleman’s safety at all times   The above is not an exhaustive list of duties and you will be expected to perform different tasks necessitated by your changing role within the employment. | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training shall be offered to any successful applicant and shall be paid for by the employer* | | |
| 6 | Supervision | |
| The Carer(s) will be directed by and shall be accountable to the employer.  It is necessary to ask the employer what the duties are, observing her directions and requests. It is also necessary to respect the privacy of the employer and family members. | | |
| 7 | Personal Qualities | |
| The Carer(s) must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | | |
| 8 | Training | |
| All Training would be offered and paid for by the employer.   * Adult Support and Protection training - e-learning * People moving & handling – classroom based | | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required. Employees might 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/)  Cornerstone’s Self-Directed Support exists to support people to employ their own Personal Assistants and/or purchase services using Direct Payments. As an organization 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 Direct Payment and not with Cornerstone. | | |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | Preferably with previous care experience, but willing to consider someone who has not worked in the care sector | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of education  Competent in spoken English  Willingness to undertake relevant study and training | SVQ Level II |
| **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 | Awareness of adult/child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non-judgemental manner * Work to guidelines and procedures * Good sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Access to a car, although house is on a bus route |  |