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| Job Description  REF – GR0921TH | | | |
| 1 | Employer | | |
| The employer will be the gentleman requiring care | | | |
| 2 | Job Identity | | |
| **Post Title:** | | Personal Assistant | |
| **Location:** | | Gartly | |
| **Hours of Work:** | | We are looking to recruit a personal assistant to provide support for the following hours:  7 Hours per week:  30 minutes breakfast and 30 minutes late evening  Exact times will be agreed with the successful applicant | |
| **Term:** | | Permanent. Subject to a 3-month probationary period | |
| 3 | Remuneration | | |
| **Hourly Rate:** | | | £10.91 |
| 4 | Job Description | | |
| 1. Assisting with bathing, showering 2. Assisting with application of prescribed creams to legs 3. Assisting with Dressing 4. Maintaining a high standard of order, hygiene and cleanliness | | | |
| 5 | Main Duties | | |
| 1. Following advice and instructions from the employer; 2. Respecting the employer’s privacy – ensuring confidentiality at all times; 3. Prompting the gentleman’s physical, social, emotional, sensory and intellectual development 4. Supporting Personal Care needs 5. Keep gentleman’s bedroom and shower room clean & tidy 6. Maintaining a happy working environment; 7. Maintaining the gentleman’s safety at all times. | | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training will be offered to any successful applicant and shall be paid for by the employer* | | | |
| 6 | Supervision | | |
| The personal assistants will be directed by and shall be accountable to the employer.  It is necessary to ask the employer what the duties are, observing his directions and requests. It is also necessary to respect the privacy of the employer, the family and any other members of staff. | | | |
| 7 | Personal Qualities | | |
| The personal assistants must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | | | |
| 8 | Training | | |
| Previous experience working with and caring for adults with a disabilitywould be an advantage but not essential. All necessary training would be offered and paid for by the employer. | | | |
| 9 References and the Protecting Vulnerable 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.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 working with adults with a disability |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II  Current moving and handling certificate  Current first aid certificate |
| **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  Full driving licence |  |