**Job Description**

**Job Reference Number: HI0925MC**

**Job Title**: Personal Assistant

**Reporting to**: The employer

**Location**: Rothienorman Area

**Rate of pay**: £12.60 per hour

**Hours of work**. Days and times can be flexible

**Nature of the job role: Support an elderly gentleman in his own home with personal care, meal preparation and companionship.**

**Main duties**: Support the elderly man in his own home with support with meals and personal care. Assist the gentleman to enjoy his activities.

To maintain a safe working environment

To respect confidentiality at all times.

 **Training will be offered and paid for by the employer:**

**Annual Leave:**

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

**Desirable:**

Caring, active, reliable, confident and friendly individual.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent will be required.

**PVG will be required for successful applicant**

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS Payments. As an organisation 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 SDS Payment and not with Cornerstone.**

**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 adults with support needs would be beneficial, but transferrable skills will also be considered. | Experience of working with people out with their own home.Experience of working with people with dementia. |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant training | A social or healthcare qualification. |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively.
* Be friendly and supportive.
* Use own initiative/self motivation
* Be flexible and adaptable
* Work independently
* Use a positive and supportive approach
* Ensure the safety and well-being of the client at all times.
 | Ability to:* Form positive relationships with client, their family.
* Experience of working with individuals both at home and out in the community.
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| **Inter-personal and social skills** | Excellent communication skillsComfortable working with individuals requiring support with day to day activities.Friendly, easy going, calm individual |  |
| **Additional requirements for this post** |  Car driver with own car is required due to home being in countryside location |  |