JOB DESCRIPTION

Ref Number: IC1021SM

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| 1. EMPLOYER |
| The employer will be the husband of the lady who requires support |

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| **2. JOB IDENTITY** | |
| Post title: Personal Assistant | Location: Inverurie |

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| **Pay Rate**  **£10.91 per hour** |  |
| 20 hours per week  Tuesday: 8am – 6pm  Friday 8am – 6pm |  |

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| **3. JOB PURPOSE AND WAY OF WORKING** |
| Reliable people required to provide support to a lady living in her own family home to allow her husband to go to work. |
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| **4. MAIN DUTIES** |
| Normal Daily Routine;  Assist and encourage to get out of bed 9.30 / 10.00am - medication to be given at 10.00am - assist with showering/hair washing - cleaning of teeth and mouth wash - dry hair - assist with clothes choice and assist with dressing - prepare breakfast - go through newspaper discuss anything of interest - normally requires a sleep after this on the sofa - after sleep engage with conversion - listen to some music - put TV on certain programmes preferred to watch - early afternoon prepare something for lunch (i.e. soup - sandwich - fruit - juice - tea) and encourage to eat - after lunch another rest would be required - after put on favorite TV programmes on - late afternoon prepare supper encourage to help if possible but not likely will manage.  Additional daily assistance required– give re-assurance on confused days - cut and file hand nails – cut and file toe nails – encourage and apply skin moisturiser cream - apply hand nail varnish.  Additional tasks that can be done during the day - read through client’s life book and recognize family members etc, keep medication chart up to date - write up daily record sheet - make bed - put clothes washing on and hang outside if a dry day - fill and switch on dish washer - generally keep things tidy.  Client never to be left alone - care and assistance required while walking – care and assistance while showering and drying in bathroom.  The above is not an exhaustive list of duties and you will be expected to perform different tasks necessitate by your changing role within the employment. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **5. SUPERVISION** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employers directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **6. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and have an enthusiastic approach to life. However it is important that applicants are responsible. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **7. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| References from 2 referees, one of whom should be a current or recent employer or an academic reference, are required. Employees may be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

****Cornerstone’s Self Directed Support Service**** exists to support people to employ their own Reliable Persons and/or purchase services using direct 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 direct payment and not with ****Cornerstone**.**

**Please state on Application if applying for all hours or weekend hours**

**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 with care needs. | Experience of working with adults |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Provide personal care * Use own initiative/self motivation * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Good communication skills  A sense of humor  Ability to enjoy shared activities with the client |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  A car driver with access to your own vehicle  Good timekeeping |  |