JOB DESCRIPTION

Ref no: JF1023EB

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

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| **2. JOB IDENTITY** | |
| **Position:** Personal Assistant | **Location:** Near Fettercairn |
| **Hours of Work:**  10 hours per week to be agreed with employer and relief hours available | **Term:**  This post will be subject to PVG Disclosure Scotland.    **Permanent**  Probationary period of three months. |

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| **3. PAY** |
| The hourly rate is **£12.49** per hour. |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable Person required to provide support to enable the lady to maintain an independent life, providing assistance with personal care |
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| **5. MAIN DUTIES** |
| * Administer medication * Assist with cooking and preparation of meals * Stripping bed and washing bed sheets * Give support/prompts with personal care, washing, dressing etc. * Take to appointments * Always ensure the lady’s safety   The above is not an exhaustive list of duties, and you may be asked to perform other similar tasks within your role. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. 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 employer’s 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 lady. Confidentiality must be observed at all times. |

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| **8. PERSONAL QUALITIES** |
| It is important to be sensitive to the lady’s needs and to be respectful of her and her needs and wishes. It is necessary to be flexible in line with the changing levels of assistance that may be required at any time. |

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| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will 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**.**

**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 older people with support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | A caring disposition  Good communication skills | A good sense of humour  Enjoys working as part of a team |
| **Additional requirements for this post** |  | Driver license with access to a vehicle. |