JOB DESCRIPTION

JOB REFERENCE: LI1021WE

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| 1. EMPLOYER |
| **THE EMPLOYER WILL BE THE DAUGHTER IN LAW OF THE GENTLEMAN WHO IS REQUIRING SUPPORT** |

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| **2. JOB IDENTITY** | |
| **Post title:**  Care Assistant | **Location: Fordoun/Auchenblae Area Laurencekirk** |
| **Hours of Work:**  **3 sleeping night per week £55.99**  **Holiday/relief cover for 3 hrs per week**  **9am-10am £9.50** | **Term:**  Permanent: subject to a three-month trial period. |

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| **3. JOB PURPOSE AND WAY OF WORKING** |
| Carers are required to provide personal care, meal preparation to a gentleman in his own home.  No experience required as training will be given |
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| **4. MAIN DUTIES** |
| 1. Assist & Prompt with all aspects of personal care. 2. Assist with preparation with meals and tidy up 3. Support with getting in and out of bed. 4. Make and change bed as required, put washing in machine 5. Ensure high personal hygiene standards in the following: personal care, food preparation and handling. 6. Provide duty of care at all times. 7. Provide cover for other assistance in the event of absence due to holidays or sickness. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. FULL TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **5. SUPERVISION** |
| Carers will be directed by and accountable to the employer. It is necessary to ask the employer what the care needs are, observing her directions and requests. It is also necessary to respect their privacy. |

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| **6. PERSONAL QUALITIES** |
| Carers must be reliable, trustworthy, patient and punctual.  Carers must be able to work with the client on a one-to-one basis, his care needs being the highest priority. |

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| **7. TRAINING** |
| Although experience desired, full training will be given, and paid for by the employer. |

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| **8. Reference and PVG Scheme Membership** |
| A reference from 2 employers, one of which should be current or recent is required. Employees May 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 adults/children with support needs | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of education  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 judgmental manner * Work to guidelines and procedures |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping | Valid driving license and access to a vehicle |