**Job Description**

**Job Reference Number: MA1025PB**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be a relative of the gentleman requiring support.

**Location**: Aberdeen - Kincorth

**Rate of pay**: £12.60 per hour; £97.68 per sleepover

**Hours of work**. 40 hours per month, plus occasional sleepover

**Nature of the job role: To support a gentleman who is quadriplegic and has cerebral palsy,**

**Main duties**: To provide peg feed and all continence care. To use hoist for transfer. To accompany on outings, The ability to drive the Motability vehicle would be helpful but is not essential**.**

To maintain a safe working environment

To respect confidentiality at all times.

**Training below 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 and friendly.

**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 supporting people who have additional needs; previous use of peg feed, continence care and hoist, whilst useful will not impact application from the right candidates. | Experience of working with people in their own home. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Be a good listener. * Use own initiative/self motivation * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach * Ensure the safety and well-being of the gentleman at all times | Ability to:   * Form positive relationships with family members and senior staff |
| **Inter-personal and social skills** | Excellent communication skills  Friendly and outgoing. A good sense of humour. |  |
| **Additional requirements for this post** |  | A full current driving licence and the ability to drive the mobility vehicle would be helpful. |