**Job Description**

**Job Reference Number: ML0625DM**

**Job Title**: Personal Assistant

**Reporting to**: Employer will be the lady of the couple requiring support.

**Location**: Laurencekirk

**Rate of pay**: £12.66 per hour

**Hours of work:** 19 hours per week. This will be worked 4 hours on Saturday, Sunday and Monday morning and 1 hour every evening.

**Nature of the job role**

To support an older couple to help them live independently in their own home.

**Main duties:**

Meal preparation.

Prompting with medication.

Assistance with personal care.

Assistance with light household tasks.

Assistance with bedtime routine.

Ensure a safe and secure environment.

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

Full training will be provided.

**Annual Leave:**

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

**Desirable:**

Caring, reliable and punctual.

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

A reference from 2 employers, one of which should be current or recent will be required. **Employees will also be required to register with the PVG Scheme.**

**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)** |
|  |  |  |
| **Experience** | Experience of working with older adults. | Experience of working with people in their own home  Understanding of Dementia. |
| **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 * Use a positive and supportive approach * Always ensure the safety and well-being of the person | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** |  | Driving Licence and access to a vehicle with business insurance is preferred. |