JOB DESCRIPTION

Ref no: MM921SM

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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: Inverurie** |
| **Hours of Work:**  **7 hours per week**  **1 hour per day**  **Flexible start between**  **7.30am - 9.00am**  **7 day preferred but Monday to Friday will be considered**  **Hours and days open to negotiation** | **Term:**  This post may be subject to PVG Disclosure Scotland    **Temporarily** |

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| **3. PAY** |
| The hourly rate **£ 10.91 per** hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable, caring person required to provide support to lady who is temporarily incapacitated and is experiencing temporarily mobility issues to enable her to maintain independence in her own home. |
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| **5. MAIN DUTIES** |
| Morning   * Provide support with showering daily and dressing * Prepare breakfast and leave snack for lunch * Prompt medication * Make bed * Assist with light domestic tasks   Ensure a happy relationship through social interaction  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 their 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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| **8. PERSONAL QUALITIES** |
| It is important to be sensitive to the employer’s needs and to be respectful of their needs and wishes. It is necessary to be flexible in line with the changing levels of assistance that may be required at any time. It is important to have display a caring and kind personality. A friendly, considerate and bright outlook is more important than previous caring experience. |

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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 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**.**

**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 support needs. |
| **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 * Use own initiative/self motivation * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Good communication skills |  |
| **Additional requirements for this post** | A car driver with access to own vehicle |  |