JOB DESCRIPTION

Ref no: RB0821HS

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| 1. EMPLOYER |
| The gentleman in need of care will be the employer. |

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| **2. JOB IDENTITY** | |
| **Post title:**  Personal Assistant | **Location:**  Balmedie |
| **Hours of Work:**  Up to 28 hours per week  Includes weekend hours (on rotational basis with other carers) | **Term:**  Permanent –  subject to a 3 month trial period |

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| **3. PAY** |
| £ 9.50 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Experienced personal assistant required for a visually impaired gentleman  to allow him to maintain and continue an independent lifestyle within his own home.  He is looking for a reliable, kind, caring, patient person who can assist him with food preparation, medication prompts, laundry, light domestic duties, as well as offering some companionship whilst on shift.  Shifts to include morning, lunch and teatime visits.  **Car driver essential due to rural location** |

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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:  **Mornings** - Give meds and a cup of tea on arrival. Wipe worktops, wash dishes, fill one cup kettle and wash and refill small bottle of milk and put in fridge, sweep floor (wash every other day), prepare lunch. Make bed, (change sheets and pillowcases once a week), clean bathrooms, Hoover throughout every other day and dust.  **Lunch** - Finish preparing lunch and serve, wash dishes and wipe worktops.  **Teatime** - Make sandwich or cook, give meds. Wash dishes, tidy kitchen  Provide support and companionship during working hours  Respecting the gentleman’s privacy– ensuring confidentiality at all times.  Maintaining a happy working environment  Maintaining the gentleman’s safety at all times  Any other duties consistent to the duty and authorised by the employer.  Carry out any other tasks at the request of the employer  Follow the care plan and advice given by other care professionals |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Personal Assistant(s) 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 family. Confidentiality must be observed at all times. |

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| **7. WAY OF WORKING** |

Personal Assistant(s) will be working on a one-to-one basis with the individual requiring support. Personal Assistants will be expected to complete monthly timesheets and submit to the employer to authorise.

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| **8. PERSONAL QUALITIES** |
| It is important that successful applicants are responsible adults, preferably with experience in working with or looking after people. The Personal Assistant must be reliable, trustworthy and punctual. Must be able to work with the employer and any other professional to achieve the best possible level of care for the gentleman. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |

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| **9. TRAINING** |
| Below training is mandatory and must be completed within the first 6 months of employment. It will be arranged and paid for by the employer.   * Adult Support & Protection * First Aid * Food Hygiene |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| If successful a reference from 2 employers, one of which should be current or recent will be required. Employees must register with the PVG (Protecting Vulnerable Groups) Scheme or update their membership. 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 Personal Assistants 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** | * SVQ Level II * Experience of working with people in their own home |  |
| **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 * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with individuals |
| **Inter-personal and social skills** | * Good communication skills * A sense of humour |  |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service * Good timekeeping * Valid driving licence and access to a vehicle with business insurance |  |