**Personal Assistant**

**Job Reference Number: RB0824MC**

**Job Title**: Personal Assistant

**Reporting to**: Employer

**Location**: Balmedie

**Rate of pay**: £12.66 per hour

**Hours of work**: 5-10 hours per week. Flexible hours available including weekend and holiday cover.

**Nature of the job role A personal assistant is required to support a friendly and sociable gentleman to live in his own home.**

**Main duties**: Housework, meal preparation, help with personal care and medication is also required

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

Training will be provided as required.

**Annual Leave:**

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

**Desirable:**

Caring, friendly, 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)** |
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| **Experience** | Experience of working with adults with support needs would be beneficial, but transferrable skills will also be considered | Experience of working with people in their own home.  Happy to undertake household chores, support client to undertake personal care, meal preparation and assist with medications. |
| **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 * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the client at all times | Ability to:   * Form positive relationships with family and other personal assistants |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition and friendly individual. |  |
| **Additional requirements for this post** | Driving Licence and access to a vehicle with business insurance is essential. |  |