**Job Description**

**Job Reference Number: SM0425LP**

**Job Title:** Personal Assistant

**Reporting to:** Employer will be the wife of the Gentleman

**Location:** Monymusk

**Rate of pay:** £12.60 an hour

**Nature of the job role:** To support gentleman in a wheelchair within his own family home or on outings. All aspects of care required.

**Hours of work:**

Family flexible with the days and hours for the right candidate

**Main duties:**

* Assist with personal care needs, toileting etc
* Provide companionship and engage in activities
* Help with mobility, including pushing wheelchair
* Drive gentleman’s mobility car to take him on outings
* Maintain a safe and comfortable environment
* Possible light housework chores
* Assistance with any other duty required by employer

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

 Adult protection

 Infection control

 Moving and handling

**Annual Leave:**

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

**Desirable:**

Caring

Careful, practical & hygiene conscious

Reliable

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

A reference from 2 employers, one of which should be current or recent may be required. **Employees will 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 adults with support needsExperience with Dementia would be preferred but not Essential – training can be given. | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education |  |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Use own initiative/self motivation
* Form and maintain good working relationships with colleagues and staff from other agencies
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
* Form positive relationship with Client.
 | Ability to:Form positive relationships with individuals |
| **Inter-personal and social skills** | Good communication skillsA sense of humor |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeeping |  |