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| Job Description  REF – SP1020BHS | | | |
| 1 | Employer | | |
| The employer will be the wife of the gentleman requiring care | | | |
| 2 | Job Identity | | |
| **Post Title:** | | Personal Assistant | |
| **Location:** | | Pitcaple | |
| **Hours of Work:** | | We are looking to recruit a personal assistant to provide support for the following hours:  5 Hours per week:  1 hour between 19.30 and 21.00 Monday to Friday  Exact times will be agreed with the successful applicant | |
| **Term:** | | Permanent. Subject to a 3-month probationary period | |
| 3 | Remuneration | | |
| **Hourly Rate:** | | | £10.80 |
| 4 | Job Description | | |
| 1. Assisting with bathing, showering, dressing etc 2. Preparing meals and snacks for the gentleman in consultation with the employer; 3. Prompting and participating in social activities; 4. Maintaining a high standard of order, hygiene and cleanliness | | | |
| 5 | Main Duties | | |
| 1. Following advice and instructions from the employer; 2. Respecting the employer’s privacy – ensuring confidentiality at all times; 3. Prompting the gentleman’s physical, social, emotional, sensory and intellectual development including suitable activities in consultation with the employer; 4. Supporting Personal Care needs 5. Catheter Care 6. Use of Hoist for transfers 7. Support and assist to do exercises/stretches 8. Support to pursue interests 9. Change bed and remake with clean sheets as required 10. Put on washing machine as required and hang out/bring in washing. 11. Assist gentleman to prepare suppers and do baking occasionally 12. Keep gentleman’s bedroom and shower room clean & tidy 13. Maintaining a happy working environment; 14. Maintaining the gentleman’s safety at all times. | | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training will be offered to any successful applicant and shall be paid for by the employer* | | | |
| 6 | Supervision | | |
| The personal assistants will be directed by and shall be accountable to the employer.  It is necessary to ask the employer what the duties are, observing her directions and requests. It is also necessary to respect the privacy of the employer, the family and any other members of staff. | | | |
| 7 | Personal Qualities | | |
| The personal assistants must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | | | |
| 8 | Training | | |
| Previous experience working with and caring for physical and mental disabilities would be a pre-requisite although further training would be offered and paid for by the employer. | | | |
| 9 References and the Protecting Vulnerable Groups Scheme | | | |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) | | | |

**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 in their own home | Knowledge of mental health issues and how they can affect people |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II  Current moving and handling certificate  Current first aid certificate |
| **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 | 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  Full driving licence |  |