**Job Description**

**Ref: WM0825HZ**

**Job Title:**

Personal Assistant

**Reporting to:**

Employer, is the daughter of the the lady receiving support

**Location:**

MACDUFF, BANFF

**Nature of the job role: (Job Share)**

 **Rate of Pay & Hours: £13.00 per hour**

 **2-8pm (or 4-8pm if preferred) \***

**\*Sat/sun every fortnight\*\***

**Daytime care sat and sun (hours flexible)**

**Overnight stay sat and sun**

**Alternate weekends**

**Main duties:**

Following a fall, additional care required during Aug and Sept to support a lady in her own home with dementia, to support excellent existing carers.

Help with meals, medication and personal care.

 **Supervision and reporting relationships:**

The Personal Assistants will be directed by and accountable to the employer, who is the DAUGHTER OF THE LADY

 receiving support. It is necessary to ask the employer what is required and to observe her

 directions and requests. It is also necessary to respect the family’s privacy.

**Annual Leave:**

28 days pro rata (5.6 weeks per calendar year)

 **Training:**

Full training will be provided and paid for by the employer. Training will include the following:

* ADULT SUPPORT AND PROTECTION
* Food Hygiene
* PERSONAL CARE
* INFECTION CONTROL

**References and Disclosure Scotland Check:**

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)** |
|  |  |  |
| **Experience** | Experience of supporting adults with support needs Experience of food preparation and cooking meals from scratch. | Experience of supporting people in their own home. |
| **Education and Qualifications** | * Good standard of education
* Willingness to undertake relevant training
* Member of PVG Scheme or be prepared to join at own expense
 | SVQ Level II |
| **Skills/Abilities specific to the post** | * Good communication skills, ability to communicate clearly and sensitively
* Use own initiative/self-motivation
* Good Inter-personal and social skills
* Form and maintain positive relationships
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
* Maintaining dignity and privacy of the family.
* Able to prepare food and cook.
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| Qualities | * Kind and Caring
* Honest and trustworthy
* Empathy
* Good professional and personal

boundaries/understanding confidentiality. * Reliable, conscientious and consistent.
 |  |
| Other | * .
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