JOB DESCRIPTION

Ref no: WN0721HS

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| 1. EMPLOYER |
| The employer will be the lady who requires support. |

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| **2. JOB IDENTITY** | |
| **Post title: Relief Personal Assistant** | **Location: Newmachar** |
| **Hours of Work:**  3 - 4 hours per week  Saturday’s & Sunday’s  9.30am/10.00am start | **Term:**  Permanent, Subject to a three month probation period |

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| **3. PAY** |
| **£ 9.50 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| *`I am an independent, working lady with a pleasant nature and good sense of humour, and I am looking for a reliable and trust worthy person who can assist me with my personal care support at home.”*  **Please note the household has a dog.** |

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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   * To assist with personal care * To assist the lady getting out of bed * To assist the lady with washing and dressing * Provide duty of care at all times, following any guidance from professionals and employer * Other general duties as required * Maintaining a happy working environment * Maintaining the lady’s safety at all times. |

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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 will be directed by and accountable to the employer. It is necessary to ask the lady requiring care what the support needs are, observing their directions and requirements. It is important to maintain an open and honest relationship with the lady requiring care. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **7. PERSONAL QUALITIES** |
| Personal Assistant must be reliable, trustworthy, patient and punctual. Must be able to work with the client and any other professional to achieve the best possible level of care for the lady. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |
| **8. TRAINING** |
| Full training will be given, and paid by the employer. Any further questions can be discussed at Interview stage. |

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| **9. REFERENCES & PROTECTING VULNERBLE 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.org.uk](http://www.disclosurescotland.org.uk)  To apply for this position please telephone: **01467 530522** quoting job reference: **WN0721HS** |

**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** | Experience of working with people in their own home | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **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 | Valid driving licence and access to a vehicle with business insurance |