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| Job Description  WP0924SW | | |
| 1 | Employer | |
| The employer is the gentleman who requires care/support at home. | | |
| 2 | Job Identity | |
| **Post Title:** | | Personal Assistant (Carer) |
| **Location:** | | Peterhead |
| **Hours of Work:** | | To work a variety of hours every second week  **Every second Saturday 8am to 9:30am, 12:30pm to 1:30pm, 5pm to 6pm**  **Sleep over 9pm – 8am  Ever Second Sunday 8am to 9:30am, 12:30pm to 1:30pm, 5pm to 6pm** **Additional hours available – some help towards covering any sick/annual leave**  Also, possible opportunity to accompany the gentleman on holiday to Turkey twice per year, along with another carer. All expenses and hours paid. |
| **Term:** | | Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | £12.66 per hour plus £55.99 per sleepover |
| 4 | Job Description | |
| To support the gentleman, who is paralysed, with independent living at his home and with a variety of personal care tasks and social activities/outings. | | |
| 5 | Main Duties | |
| 1. Transferring the gentlemen via a hoist 2. Wash/shower/bath and dress the gentleman 3. Apply creams and help manage pressure sores 4. Catheter Care 5. Change bedding when required. 6. Administer medication under medication management level 3 7. Prepare meals and help the gentleman with eating 8. Assist the gentleman with outings. 9. Light housework | | |
| 6 | Supervision | |
| The Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the duties are, observing his directions and requests. It is also necessary to respect and promote the dignity and privacy of the gentleman. | | |

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| 7 | Personal Qualities |
| The Personal Assistant must be caring, kind, reliable, trustworthy and be positive & encouraging in their outlook to the work. | |
| 8 | Training - *FULL training shall be offered to any successful applicant and shall be paid for by the employer* |
| * 1st Aid * Moving and Handling * Catheter Care * Food Hygiene * Adult Support and Protection * Medication management level 3 | |

**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/care needs  Experience of supporting someone with personal care. | Experience of working in a social care or voluntary settings |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training  **PVG will be required for successful applicant** | SVQ Level II |
| **Skills/Abilities specific to the post** | * + - * Good people skills       * Working as part of a team/team player * Good communicator, with good verbal and written communications skills   + - * Accept delegation and work without supervision * Recognise your own limitations * Create and maintain a good relationship with the employer/supported person, while maintaining his privacy * Work to guidelines and procedures | Awareness of adult’s at-risk protection issues |
| **Qualities** | * Trustworthy, reliable and conscientious * Kind and caring nature * Patient * Friendly and communicative * Non-judgemental manner |  |
| **Additional requirements for this post** | Able to work flexibly to meet the needs of the gentleman.  Good timekeeping | Clean Driving Licence |