**Job Description**

**Job Reference : GF1021SM**

1. **The Employer**

The aim of the job is to provide support and assistance to a profoundly disabled young lady. This care and assistance enables the young lady to maintain an independent lifestyle in her own home.

The parents are the employer

1. **Job Identity**

**Job Title** Personal Assistant/Carer

**Location of Job**: Garlogie near Westhill

**Term:** Permanent (zero hours Contract) subject to a 3-month probationary period

 **Working Hours**: Flexible shifts over 7 days a week

Cover required from 7am -10pm daily

(Double up care and hoisting for most shifts)

We have funding for 2 PAs working between 4-8 hours daily Monday to Sunday

Some overnights by arrangement

Also, relief cover for holidays & sickness

1. **Rate of Pay**

£10.91 per hour (overnight hours when slept are National minimum wage)

1. **Job Purpose and Way of Working**

The purpose of the position is to provide support and assistance to the young lady to allow her to maintain an independent lifestyle in her own home

**Main Duties**

* To get up & put to bed making sure she is settled and comfortable, observing postural care at all times
* Provide Personal care using hoists etc for transfers
* Provide assistance for toileting
* Change bedding as required & put in washing machine
* Provide support and companionship on social activities and outings
* PEG Feeding
* Cleaning up after PEG feeding, Syringes, bottles, dishes etc.
* Administer medication as and when required
* Light household duties as required by employer
* Respecting the Young lady’s privacy and that of her family – ensuring confidentiality at all times;
* Maintaining a happy working environment
* Maintaining the young lady’s safety at all times
* Any other duties consistent to the duty and authorised by the employer.
* Carry out any other tasks at the request of the employer
* Follow the care plan and advice given by other care professionals
* Assist with Physiotherapy and exercises
1. **Supervision and reporting relationships**

 The Personal Assistant(s) will be directed by and be accountable to the employer in all aspects of the work. It is necessary to enquire what the young lady’s needs are daily and to observe their directions and requests.

 You are expected to work to a high standard and must be reliable, trustworthy and punctual. Confidentiality is an essential part of the post.

1. **Skills, abilities and desirable personal qualities**

You should be friendly and approachable and respect the employer’s privacy. You are required to work on a one to one basis. It is important that you maintain an open and honest relationship with the disabled young lady, employers, her family and members of her existing team at all times.

1. **Training**

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

* 1. Medication Management
	2. Adult Support and Protection
	3. Moving & handling
	4. PEG Feeding
1. **Annual Leave Entitlement**

28 days pro rata annual leave is paid. The employer does not recognise public holidays, care maybe required 52 weeks of the year (inclusive of school holidays) depending on residential respite care availability.

1. **References and the Protecting Vulnerable Groups Scheme**

A reference from 2 employers, one of which should be current or recent is required. Employees may 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).

**PLEASE STATE ON APPLICATION DAYS & AVAILABLE HOURS**

**Cornerstone’s Direct Payments 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 a caring capacity | Experience of working with people in their own home |
| **Education and Qualifications** | Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Friendly, Chatty and approachable
* Use own initiative/self motivation
* Form and maintain good working relationships with family, 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
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| **Inter-personal and social skills** | Good communication skillsA sense of humour |  |