**Job Description and Person Specification**

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| --- | --- |
| Job Title: | Personal Assistant  |
| Job Reference: | SDS/AL/271132 |
| Salary or Hourly Rate: | £10.50 per hour |
| Hours of Work: | 4 hours (2x Saturday & 2x Sunday) |
| Location of Work: | Kirkcaldy |
| Contract Type: | Permanent  |
| Qualifications Required: | PVG required - This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Essential Requirements | Kind, caring and a good sense of humour.  |
| Closing date | Apply any-time |

**Role**

We are looking for personal assistants to help a 57 year old female with her personal care. The individual has Todds Paralysis – which means sometimes she cannot walk; her speech can be affected. She would need help with getting up, washed and changed in the morning; light meal assistance ie re-heating or quick meal prep and light housework as tidying up behind yourselves would be helpful.

Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work.

This role requires an enhanced check through PVG (Protecting Vulnerable Groups).

**Duties & Responsibilities**

* Provision of personal care
* Assisting client to shower; dry; change clothes.
* Supervised to prevent falling
* Meal prep
* Assistance with keeping house tidy

**Person Specification/….**

**Person Specification**

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| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | A positive and flexible approach to work | ✓ |  |
| E3 | Demonstrable experience of working with people with personal care support needs | ✓ |  |
| E4 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | Experience of working with disabled people. | ✓ |  |
| E7 | Ability to work as part of a team | ✓ |  |
| E8 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E9 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E10 | Friendly and approachable with a good sense of humour | ✓ |  |
| E11 | Understanding of Equal Opportunities | ✓ |  |
| E12 | Clean driving licence | ✓ |  |
| D1 | Understanding of health and safety issues in the home | ✓ |  |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |

To apply for this post please submit a copy of your CV quoting the job reference number above by:

**Email:**   recruitment@sdsoptionsfife.org.uk

 Or

**Post:**    SDS Options (Fife), DPHS Fife, Caledonia House, Pentland Park, Saltire Centre, Glenrothes, Fife, KY6 2AQ

**SDS Options Fife is advertising this vacancy on behalf of our client and are not the employer and cannot endorse any applicant and/or employer.**