**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CL/284638 |
| Salary or Hourly Rate: | £10.90 per hour |
| Hours of Work: | 21 hours per week.  3 hours per day |
| Location of Work: | Kilconqhuar |
| 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.  An interest in animals |
| Closing date | Apply any-time |

**Role**

We are looking for a personal assistant to a lady living in Kilconquhar. She has ME, COPD and several other care needs.

She is looking for support around the house to help prepare meals, do some light housekeeping as well as some help around the kitchen.

Applicants must have a caring attitude, a good sense of humour, and be reliable with a positive and flexible approach to work. They must also be dog friendly for some lively and friendly spaniels.

It should be noted that the lady has some chemical sensitivities and the successful candidate would be asked not to wear any strong smelling deodorants or perfumes etc. while working with her.

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

**Duties d Responsibilities**

* To provide support both social and emotional
* Help with tasks around the house
* Support to walk the dogs

**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:**  carolcoupe4273@gmail.com

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.**