**Job Description and Person Specification**

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| Job Title: | Personal Assistant  |
| Job Reference: | SDS/DM/27848 |
| Salary or Hourly Rate: | £10.50 per hour |
| Hours of Work: | social activity assistance5 hours a week to start (split over 2-3 weekdays after school) with the potential of more hours on the weekends |
| Location of Work: | St Andrews |
| 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 a support worker/ personal assistants to help a 10 year old boy with his after school activities. The individual has a learning difficulty and Autism, which means he has no sense of danger/risks therefore requires supervision and encouragement to participate in new activities. He is also non-verbal.

Our client enjoys walks, going to the park and keeping busy.

We are looking for someone with a calm, friendly and who is enthusiastic. You must have experience working with autistic people.

Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work. Ideally we would like a short statement enclosed with you CV stating a little about yourself. You must be able to drive and be willing to be slowly introduced to him initially to build up the relationship.

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

**Duties d Responsibilities**

* Supervising and accompanying to social activities
* Supervision and guidance around toileting hygiene etc
* Build relationship slowly
* Accompany to park and for walks

**Person Specification/….**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 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.**