**Job Description and Person Specification**

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| --- | --- |
| Job Title: | Personal Assistant |
| Job Reference: | SDS/FO/269056 LW in ref as per request |
| Salary or Hourly Rate: | £10.50 per hour |
| Hours of Work: | Permanent post – 16 hours or more per weekHours to be discussed at interview |
| Location of Work: | Rosyth Area |
| Contract Type: | Permanent  |
| Qualifications Required: | Previous experience of working within the care sector essential |
| Essential Requirements | Clean driving licence – travel costs covered if receipt provided |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |

**Role**

Elderly lady who has no family is looking for a homely person who knows how to cook; can assist with all aspects of personal care; assist with shopping; some moving and handling; housework.

Must be fully qualified carer with an up-to-date CV. The client would like any certificates to be presented at interview as well as an up-to-date PVG

Driver would be preferred but not essential.

Elderly lady is a smoker

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

**Duties & Responsibilities**

* Every aspect of housework to be undertaken
* Assistance with personal care and transfers
* Meal preparation – preparing breakfast, lunch and evening meal
* Going to shop to collect weekly groceries

**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.**