

Personal Assistant(s) required

Job Title:	Personal Assistant(s)
Job Reference:	SDS/PB/044
Salary or Hourly Rate:	£9.30 per hour
Posts Required:	<p>Post 1 1 x PA (29 hours per week to be worked over 7 days)</p> <p>Post 2 1 x PA (17.5 hours per week to be worked over 7 days)</p> <p>Post 3 1 x Casual PA to cover adhoc periods of absence and annual leave.</p>
Hours of Work:	<p>Post 1 (29 hours) 2:1 support x 1hr (am) 2:1 support x30m (lunch) 2:1 support x30m (tea) 2:1 support x30m (tuck) Additional 11.5 hours to be worked flexibly during the week</p> <p>Post 2 (17.5 hours) Monday – Sunday 2:1 support x 1hr (am) 2:1 support x30m (lunch) 2:1 support x30m (tea) 2:1 support x30m (tuck)</p> <p>Post 3 (ad-hoc hours to be worked on a casual basis) Hours offered on an ad-hoc basis will be to assist in providing cover as follows: 2:1 support x 1hr (am) 2:1 support x30m (lunch) 2:1 support x30m (tea) 2:1 support x30m (tuck) And may also include working additional hours during the week. Shifts to be arranged between PA team and employer. Flexibility is required.</p>
Location of Work:	Glenrothes
Useful Qualifications:	<p>Previous experience of working within the care sector and a knowledge of providing personal care.</p> <p>A full clean driving licence.</p> <p>Experience of Manual Handling is desirable but not essential.</p>
Additional information:	This role requires an enhanced check through PVG (Protecting Vulnerable Groups)
Closing date	Friday 30 October 2020 Please indicate which Post you are applying for eg Post 1, Post 2 or Post 3

Role

Our client is a 53 year old gentleman that is looking for PA's that have an outgoing, positive and friendly personality, with a great sense of humour to provide support with all aspects of personal care. He is very family orientated, he has 2 grown up children and one young child. He enjoys cooking and history particular of his home city Dundee.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work. As the duties require flexibility the applicant should be local to the Glenrothes and surrounding area.

Applicants are advised that this role will be carried out in a non-smoking environment.

Duties and Responsibilities

- Assisting with getting up and getting ready in the morning.
- Provision of personal care inclusive of showering (to support), bathing, drying, dressing, oral hygiene and toileting.
- Assisting with meal and beverage preparation.
- Assisting with medication prompts as required within the support plan
- Accompanying to healthcare appointments.

For further information and to obtain a copy of the application pack for this post please email our recruitment email address noted below quoting reference number SDS/PB/044.

To apply for this post please submit a copy of your application form by **Friday 30 October 2020**.

Email: recruitment@sdsoptionsfife.org.uk

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.