



## Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/EC/286855
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	7.5 Hours per fortnight
Location of Work:	Kinghorn
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 assistant to help a 14 year old male who has autism. Ideally, we would like someone who has experience within this area but happy to discuss at interview.

We are looking for someone to supervise and accompany our client on activities such as swimming, crazy golf and getting out of the house. We would like the person to help suggest ideas and listen to the clients likes and dislikes.

Applicants must have a caring attitude, be patient, be reliable with a positive and flexible approach to work.

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

### Duties & Responsibilities

- Social activity assistance
- Supervision to keep safe during activities
- Suggest ideas and support client during activities

### 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](mailto: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.**