



Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/EM/270673
Salary or Hourly Rate:	£10.50 per hour
Hours of Work:	15 hours Personal care in the morning 1hr Teatime assistance 1 hour
Location of Work:	Cardenden
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 assistants to help a 88 year old gentleman with his personal care, meal prep and light housework. Accompanying him to social activities such as a walk or even the pub as he has a keen interest in 60s and 70 music.

This gentleman has a brain injury but communicates his needs. This lovely individual requires assistance to get up in the morning, showered and changed. Light cleaning such as wiping around the bathroom after use would also be helpful.

Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work.

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

Duties & Responsibilities

- Provision of personal care
- Assisting client to shower; dry; change clothes
- light housework ie wiping round the bathroom after use etc.
- breakfast and dinner prep and assistance
- medication prompt

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		N/A

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.