



## Job Description and Person Specification

Job Title:	Activity Personal Assistant
Job Reference:	SDS/IM/274798
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	10 hours per week Social Activities support to help find activities/ sports/ clubs as well as attend and go for coffee etc to help a wheelchair user find her passion again  Will start end of March 23
Location of Work:	Guardbridge, St Andrews area
Contract Type:	Permanent
Qualifications Required:	PVG required - if you do not have one then being prepared to apply for one (Free until end of March 23) University student preferred but not essential May need to push wheelchair on occasion.
Essential Requirements	Kind, caring and a good sense of humour. Fun, active and likes to try new things
Closing date	Apply any-time <b>The start date will depend on moving in date so may be into April 23.</b>

### Role

We are looking for a personal assistant to help a high functioning Autistic 24 years old female with getting back into the community. The individual is a wheelchair user who wants to be active, join new groups and try new things. They will be moving to the area and are fun loving. An understanding of Mental Health (PTSD) would be advantageous. We would like someone who has worked with mental health or have had personal experience.

Duties to include sourcing groups and activities; accompanying her to these activities; going for days out and connecting with people to build confidence.

We would ask that if you feel comfortable please send a picture of your face and a small statement about yourself along with your up-to-date cv. Our client feels this would reduce her anxiety when meeting with you. You of course do not have to.

Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work. Having an interest in being active is preferred.

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

### Duties & Responsibilities

- Meeting at the clients home
- Assisting with planning and attending groups
- May need to push wheelchair at times due to clients fatigue



- Having a driving license would be beneficial but client happy to source transport if you do not feel comfortable using your own car
- Hours to be discussed at interview and flexibility possible

### 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](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.**