**Personal Assistant required**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/RS/051 |
| Salary or Hourly Rate: | £9.30 per hour increasing to £9.50 per hour effective from 1 April 2021.  Sleepover rate paid at £90.08 per shift. |
| Contract type: | Relief |
| Hours of Work: | Relief hours per week to be worked on a rotational basis inclusive of sleepovers.  Hours of sleepovers are 10pm – 8am. |
| Location of Work: | Dunfermline |
| Experience Required: | Previous experience of working within a support and care background and with disabled people. |
| Useful Qualifications: | A full clean driving licence is desirable but not essential. |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date | **Friday 9 April 2021** |

**About Me**

I am a 38 year old man with a visual impairment and learning disability however this does not stop me from being very active, I love to be out and about everyday enjoying various activities including walking, drama club, cycling, swimming, going to the gym and bowling.

You will be required to help me to live independently in my own home and on occasions I will need your support and guidance to make the right choices and decisions. I will also need you to assist me in the provision of personal care, finances and social activities, therefore confidentiality and respect for my privacy and daily routine is of the utmost importance to me.

For further information and to obtain a copy of the application pack for this post please visit <https://www.sdsoptionsfife.org.uk/employers-adverts.html>

or T: 01592 803280 or email quoting job reference number SDS/RS/051 in subject header E: [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk)

To apply for this post please submit a copy of your application form by **Friday 9 April 2021.**

**Email:** [recruitment@sdsoptionsfife.org.uk](mailto: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.**