**Personal Assistant required**

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| Job Title: | Personal Assistant (Females preferred) |
| Job Reference: | SDS/JB/055 |
| Salary or Hourly Rate: | £9.50 p/hr. |
| Contract type: | Permanent. |
| Hours of Work: | 1 x 24.5 hour shift, 10am until 10.30am, which includes 1 sleepover per shift. 6 weeks holiday, the opportunity of overtime to cover other staff holidays.  This shift pattern is to be agreed.  There will be a 12 week probationary period.  |
| 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.Non-smoker. Cat lover. |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date | **Friday 30 April 2021** |

I am a lady with Cerebral Palsy, I live in my own home and I am looking for an additional person to join my team.

I have a good sense of humour, I enjoy visiting friends, days out, theatre, reading, watching TV and listening to music whilst on my computer.  I have 3 cats who are a big part of my life too.

I am looking for a reliable female, who can drive, as I have my own mobility vehicle, who is 25+ for insurance purposes.  Preferably a non smoker, who likes animals and is able to work on their own initiative, has a good sense of humour, who is also kind, honest, caring and loyal.

The hours are made up of 1 x 24.5 hour shift, 10am until 10.30am, which includes 1 sleepover per shift.  The hourly rate is £9.50, with 6 weeks holiday, the opportunity of overtime to cover other staff holidays.  This shift pattern is to be agreed.  There will be a 12 week probationary period.

During the shift you will be required to undertake all aspects of personal care, general household duties, feed cats and clean their litter tray, food prep, assisting with eating and drinking, trips out, shopping and any other reasonable duties that may occur during the shift.

Should this post be of interest to you, please contact me on Janicebarbour@hotmail.com

The closing date for applications is **Friday 30 April 2021.**

**Email:** Janicebarbour@hotmail.com

**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.**

SDS Options (Fife), DPHS Fife, Caledonia House, Pentland Park, Saltire Centre, Glenrothes, Fife, KY6 2AQ