**Job Description and Person Specification**

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| Job Title: | Activity Personal Assistant |
| Job Reference: | SDS/IM/274798 |
| Salary or Hourly Rate: | £10.50 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 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  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 |

**Role**

We are looking for personal assistants to help a 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. She is fun loving and will be moving to the area.

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

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 of 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**

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|  |  | 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

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