



Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/BS-271416
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	8 Hours per week Monday-Friday. Hours are flexible and will be worked out with the successful candidate.
Location of Work:	Kennoway
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 bright and funny 46 year old woman who has emphysema.

Due to her condition, she is often very low on energy and requires support to get out and about. Although she doesn't require help in the shower, she does need someone to be present in case of difficulties. She also has occasional panic attacks and some experience with this would be preferable but not essential.

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 and Responsibilities

- Assisting client by being present when she showers.
- Light housework
- Accompaniment to appointments etc.
- Social activity assistance



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		✓

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.