



Job Description and Person Specification

Job Title:	Temp Personal Assistant until June 2023
Job Reference:	SDS/BD/270457
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	11 hours per week Working alongside another PA 1 hour Mon-fri Mon/Wed/Thur 5-7pm
Location of Work:	Cowdenbeath
Contract Type:	Permanent
Qualifications Required:	PVG required - This role requires an enhanced check through PVG (Protecting Vulnerable Groups). Hoist / moving & handling training required
Essential Requirements	Kind, caring and a good sense of humour.
Closing date	Apply any-time

Role

We are looking for a second personal assistant to help a 17 year old female with her personal care. The individual has cerebral palsy and mobility issues which means needs assistance to transfer into her wheelchair. She would need help with personal care to get washed and dressed for school in the morning with some light housework as tidying up after the client would be helpful. This lovely individual requires assistance 3x days a week to have a shower in the evening also.

Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work. Having experience with hoist use is essential.

This is a temporary post until the end of June 2023 where the support package will be reviewed and possibility to extend contract can be confirmed.

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

Duties & Responsibilities

- Provision of personal care
- Assisting client to shower; dry; change clothes.
- Transfers using hoist
- Assistance with keeping house tidy



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.