

Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/JDE/270730
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	10 hr post. Time and pattern of shifts to be agreed with employer.
Location of Work:	Dunfermline
Contract Type:	Permanent
Useful Qualifications:	Previous experience of working within the care sector and a knowledge of providing personal care. Manual Handling training.
Additional information:	This role requires an enhanced check through PVG (Protecting Vulnerable Groups)
Closing date	Any time

Role

You will be required to assist a 61 year old man with Secondary Progressive Multiple Sclerosis, with all aspects of personal care.

A good work ethic and willingness to learn is important. The client can communicate his specific requirements. He enjoys walks, football, cinema, theatre, music, snooker, exercise classes.

You should have an outgoing, friendly personality, a positive outlook and a good sense of humour.

Applicants are advised that this role will be carried out in a non-smoking environment.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work. As the duties require flexibility the applicant should be local to the Dunfermline area.

For further information and to obtain a copy of the application pack for this post please enquire within or alternatively email recruitment@sdsoptionsfife.org.uk quoting the reference number above.

Duties & Responsibilities

- Personal care
- Moving and handling
- Light housework

To apply for this post please submit a copy of your application form by

Email: 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.