



## Job Description and Person Specification

Job Title:	2 x Personal Assistants
Job Reference:	SDS/KH/271183
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	10 ¼ hrs per week Personal care Mornings 45mins 15 min 15 min 30min tuck in at night
Location of Work:	Burntisland
Contract Type:	Permanent
Qualifications Required:	PVG required - This role requires an enhanced check through PVG (Protecting Vulnerable Groups).  Hoist trained, slings in situ due to mobility issues
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 57 year old female with her personal care. The individual has MS - Multiple sclerosis (MS) is a condition that can affect the brain and spinal cord, causing a wide range of potential symptoms, including problems with vision, arm or leg movement, sensation or balance. She also has COPD causing breathlessness. This lovely individual requires assistance to get up in the morning, showered and changed. Light cleaning such as wiping around the bathroom after use would also be helpful.

The individual has MS and COPD and is a wheelchair user. She requires full support from 2 staff to carry out all care tasks and will require a hoist for transfers. she needs support to get out of bed in the morning, attend the toilet, shower/dry and dress. Our clients husband can attend to her meal making. Our client will also require a lunch visit and tea visit to support her to go to the toilet. At tuck she will require support to attend the toilet, change into her nightwear and get into bed. The carers must ensure she has her community alarm pendent/wrist band on before leaving her on all visits.

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 and slings preferred.

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

### Duties d Responsibilities



- Provision of personal care
  - Assisting client to shower; dry; change clothes
  - Transfer into shower commode
  - Hoist and sling use required
  - Assistance with keeping house tidy

**Person Specification/....**

**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		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

**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.**