



Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/MD/270701
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	social activity assistance 4 hours per week – flexibility around activities and happy to discuss at interview
Location of Work:	Rosyth
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 assistant to help a 14 year old male with engaging in social activities and discovering new groups to join. He has an interest in sports and films so would like to build up the trust in someone who can help him find new ways of enjoying life. He has information processing difficulties, language difficulties and significant learning difficulties as well as autism.

We require someone to supervise him during activities etc as he does not understand the dangers of situations. He cannot look after himself independently so you would be there look into new activities to try; accompany him to them and help him to engage. He enjoys crazy golf and movies and would be happy to explore new ideas.

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 & Responsibilities

- Supervise and attend social activities
- Assistance with sourcing and choosing things to do
- Encouragement and patience

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

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.