



## Job Description and Person Specification

Job Title:	Personal Assistant
Job Reference:	SDS/RT/284468
Salary or Hourly Rate:	£10.90 per hour
Hours of Work:	7 Hours per week
Location of Work:	Dunfermline
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 88 year old female who is easy going and patient as client has hearing loss as well as dementia.

We are looking for someone who can help make an evening meal/basic meal preparation (re-heat, lay out snacks, check use-by dates etc); Assistance with personal care; Light housework including hoovering. Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work. Flexibility around hours to be discussed at interview.

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

### Duties & Responsibilities

- Provision of personal care
- Assisting client to shower; dry; change clothes.
- Light housekeeping
- Meal prep

### 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		✓

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.**