**LOCKERBIE – PERSONAL ASSISTANTS REQUIRED**

**Job Description**

**Duties**

* Assisting with showering toileting and personal care
* Assisting with preparing clothes and dressing
* Assisting with meal planning and preparation
* Medication prompting – including “as and when required” medication
* Support with re-ordering medication when required
* Completing handover record daily

**Person specification**

* Patient, sensitive to client’s needs, good communication skills and sense of humour essential
* Experience in adult social care an advantage
* Cheerful/positive individual
* Reliable and trustworthy
* Dog lover
* Good communicator
* Driving License not essential

**Hours of work**

* Flexible hours –
  + Monday, Wednesday and Thursday 5:00pm – 6:00pm to prepare evening meal, prompt with medication and help John get into night clothes
  + Saturday and Sunday
    - 9:00am – 10:00am, Prepare breakfast, prompt with medication and help John get dressed
    - 11:30am – 1:00pm to prepare lunch and prompt with medication.
    - 5:00pm – 6:00pm to prepare evening meal, prompt with medication and help John get into night clothes
* Holiday and sickness cover

**Terms of the role**

* £14.60 per hour, initially for 10 hours per week / subject to client’s needs
* Paid monthly in arrears via BACS transfer
* Paid annual leave of 5.6 weeks pro rata
* PVG will be required, and a probationary period
* Necessary training will be given, e.g. moving and handling people, medication awareness and first aid