

# Vacancy Details

**Job Reference:** E&E/93/LSC

**Job Title:** Personal Assistant

**Location:** Central Coventry

**Hours and days of work:** Both full time part time roles available

**Salary:** Dependant on age and shift.

## **Key Roles & Responsibilities:**

To provide care and assistance for clients with either physical / mental disabilities, elderly and infirm. To promote, establish and maintain an independent lifestyle whilst enjoying a mutual, equal friendship. To maintain an appropriate level of professional care while in the contracted hours.

- To be responsible and carry out the duties that have been agreed with the Care Home and our client.
- To be aware of policies and procedures related to role.
- To assist where necessary with all standards of care e.g. dressing, washing, toileting, drinks and snacks during the day, preparing and cooking meals and clearing away.
- To work as part of a rota system, which includes the need to work on bank holidays and statutory holidays, also to be flexible when members of staff are absent for sickness and annual leave.
- Applicants must be able to demonstrate an understanding of the rights of people to lead quality lifestyles.
- The applicant must be able to respond to a clients' personal care and support needs with regard to their privacy, dignity and respect.
- To demonstrate a positive attitude towards clients choices.
- To undertake any duties which may be reasonably requested from time to time.
- To have an understanding and be able to support clients preferences and to respect their opinions.

**Skills/experience /qualifications required:** This Residential Care Home takes their professional delivery of care very seriously and therefore all applicants need to express a keen and personal interest in becoming involved within the care sector. All applicants are expected to have/working towards an NVQ Level 2 in Care qualification and have some direct care experience.

**Criminal Record Bureau Check (CRB):** A clear CRB will be a requirement for this job role.

**Closing Date:** Friday 27<sup>th</sup> August

**How to apply:** email application or C.V to [employer.engagement@coventry.gov.uk](mailto:employer.engagement@coventry.gov.uk)



Funded by:

