Job Advert August 2025

**Personal Assistant/Carer,**

**Hours:** Part-Time 13.5 hours per week plus regular overtime. It will mainly be late mornings and early afternoons.

**Location:** In persons home, Dundee.

This is a supportive role and is a long-term opportunity with flexible hours.

 I am looking for a reliable, friendly, and considerate person to assist in my day-to-day life as a physically disabled woman. The right person will be a calming and consistent presence to support me to live fully and independently. I am someone who thrives in routine and enjoys a simple, quiet life. Experience is not a requirement as training will be provided.

**Key responsibilities include but are not limited to:**

* Assistance with hair care and other light personal care tasks
* Assisting with medical routines
* Household duties such as cleaning, tidying, and help maintaining a calm, clean home environment
* Assistance with medical appointments

 **A good fit for this role is someone who is:**

* Reliable and consistent
* Hoping to make a genuine difference in someone’s quality of life.
* Comfortable in quiet, relaxed environments
* Respectful of privacy and boundaries
* A dog lover (I have a friendly dog)
* Willing to learn and able to remember key details of specific routines
* Sensitive to health and sensory needs
* Flexible and has availability for overtime
* Authentic and honest

**A full driving licence holder and non-smoker are essential.**

**For an application form please email Libby.McAinsh@dundeecarerscentre.org.uk**