# JOB DESCRIPTION

**Job Title** FemalePersonal Assistants

**Relief/bank staff are required who can cover a range of shifts as and when required.**

**Rates of Pay** £8.50 Daytime Weekday (8 am to 11 pm)

£8.50 Daytime Weekends (8 am to 11 pm)

£60 Sleepover Weekend/Weekday (11pm to 8am)

In addition to the hours there will be the possibility of sleepovers as well – these will be agreed with staff as required.

Hours can be flexible and extra hours are often available.

## Purpose of Job

I am studying towards a PhD and I work as a NHS Governor. I have cerebral palsy which affects my hand function, mobility and speech, I need assistance with most aspects of daily living. I live independently and therefore need 24 hour assistance.

As my Personal Assistant your job will be to provide the physical assistance I need to enable me to be as fully independent as possible. I prefer a female assistant. As my assistant, you must be extremely reliable and be able to work flexible hours on a rota (sometimes at short notice when another Personal Assistant is off sick).

You must be willing to learn about your role as my assistant, be able to respect my privacy and dignity and have an understanding why I wish to be independent. You must be able to maintain confidentiality at all times, in all areas of your work.

## Supervision

As my Personal Assistant you will be directed by and be accountable to me in all aspects of your work. You should also ask what my needs are and listen to my directions and requests.

## Main Duties

The Personal Assistant will be expected to do the following tasks. Some tasks are daily, others as and when required.

As my needs will vary it is important that the Personal Assistant is flexible about what the task involves and agrees to undertake other reasonable personal assistance that I require.

Personal Assistance:

Tasks required throughout the day, week, and month

* Assisting with personal care and all aspects of personal grooming.
* Domestic duties, including, washing, ironing and general housework.
* Gardening.
* Food preparation and assistance with shopping as required.
* Assistance with household management that I am unable to physically carryout such as paying bills, making phone calls etc.
* Assisting with meeting friends but being able to fade into the background to allow me to have my own relationship with them.
* Driving duties: you must be confident in driving a large people carrier and be willing to undergo training in using the wheelchair ramp to get my power chair in and out of the car.

I am studying for a PhD and I mostly work from home. I spend a lot of time working in my office, your role will involve doing daily tasks around my home. You must also be able assist me if I need any help while you are doing your tasks. My Governor role and you will be required you to accompany me to meetings.

I have a dog and your role is to assist me to look after them. I need assistance with feeding, walking, and grooming them.

This is not an exhaustive list of duties and responsibilities. The post holder maybe required to undertake other duties which fall within the position, in discussion with myself.

## Social Activities

You will be required to help me with a variety of social activities. I may need additional support when out and about such as assistance with eating. When out, I may need you to support me when I am walking and help me up and down any steps.

**Training**

There is no specific qualification needed for this job. For the most part the tasks and assistance involved can be learned through the Personal Assistant and myself working together. I am the person best qualified to know what my needs are and how they are best met. It is important that my Personal Assistant has good listening skills.

**Dress code**

I would like the Personal Assistant to wear comfortable and practical clothes for work – smart but casual. Jeans or leggings are ideal!

**Food**

Coffee and tea will be provided but please bring your own food and snacks.

**Mobile Phones**

Mobile Phones should be on silent. Please ask my permission to use your phone if you are waiting for an important phone call. Please feel free to use your phone for texting in your breaks!

##### PERSONAL ASSISTANT SPECIFICATION

To be my personal assistant you should have:

* Willingness to work under my direction.
* Reliability- as I live independently, it is vital that you are able to arrive for your shift promptly and inform me ASAP if you are unable to work for any reason.
* Good verbal and written communication skills with myself. As I have cerebral palsy, my speech can sometimes be a little unclear. Sometimes people who don’t know me have difficulty clearly understanding what I am saying therefore you will be required to give some appropriate assistance.
* Patience – the ability to provide a calm and consistent approach.
* Open Mindedness – The ability to see things from other peoples’ perspectives and to work in a variety of situations and environments.
* Conscientiousness – The ability to take pride in own work, which will include good timekeeping and perseverance.
* Be self-motivated.
* Initiative – The ability to take a proactive role when required.
* New Learning – The ability to adapt to different situations.
* Personality – The ability to maintain individuality whilst following appropriate care routines.
* Have a sense of humour.
* Have a mature attitude to your work.
* I spend the majority of my time in the company of my assistants; therefore it is vital you are able to maintain a cheerful demeanour, even when tired or fed up!
* Be flexible and adaptable.
* Not drink alcohol when working for me.
* Have good general health. You will be required to carry out general lifting tasks (e.g. shopping bags); I will also require minimal moving and handling assistance (e.g. assistance to rise from a low chair, or support to steady myself when walking on uneven ground). You must also be able to lift my lightweight wheelchair in and out of the car.
* Like dogs.
* Be trustworthy.
* Be a good time keeper.
* Be able to keep confidence.
* Be able to commit yourself to giving at least two months notice before leaving.

You do not need any formal qualifications but you must be willing to learn how to do the job under my direction.

**Additional criteria to work with me.**

# Essential

1. To respect my privacy and dignity.

2. Availability and capability to work hours in rota.

3. Literacy skills – ability to read and understand appropriate

written material.

4. Disability Awareness or willing to learn about it.

# Preferred

1. Experience of working with a person with cerebral palsy.
2. Experience of working with clients in their own homes.
3. Experience of one to one work with clients.

4. Non smoker.

1. Experienced car driver.

**Conditions of Employment**

* You will be employed by myself.
* You will be managed by myself and all personnel issues will be negotiated through myself.
* The contract allows for 5.6 weeks paid leave pro rata (one week to be taken when I am on holiday) and two weeks paid sick leave pro rata per annum.
* You will receive initial training by myself.
* You will provide weekly timesheets to me and be paid monthly directly into your account.
* You will be on probation for 6 months.

**Rota**

A combination of mornings, afternoons and evenings during the week and at weekends working in my home or accompanying me out in the community, university or work.

Prompt arrival at an agreed time is essential.

**APPLICATION FORM**

**For the job of: Female Personal Assistant**

**IMPORTANT: The form must be completed in full. A curriculum vitae will not be accepted as a substitute.**

**PERSONAL DETAILS**

Full name:

Address:

Postcode:

Telephone number (Work): (Home):

e-mail address:

National Insurance Number:

Do you hold a current full British driving licence?

If yes, for how long?

Do you have your own transport?

Has your driving licence ever been endorsed?

If yes, please give brief details:

## EMPLOYMENT HISTORY

Have you worked as a Personal Assistant before?  Yes  No

If yes, please tell me the employer’s name and address:

Please tell me briefly about your present occupation (paid or unpaid):

(Please continue this information on a separate sheet if necessary)

Please tell me briefly about your previous occupations (paid or unpaid):

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| Date | Employer | Position | Reason for leaving |
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**EDUCATION**

Please give details of your education/training:

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| Date | School/College/ University/Trainer | Qualification | Grade |
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**EXPERIENCE AND FURTHER INFORMATION**

*What skills and qualities do you think you would need to be a Personal assistant?*

*What skills and experience do you have relevant to this post?*

*Please tell me briefly, why you want to work as a Personal Assistant?*

**AVAILABILITY TO WORK**

The position involves working as part of a team of staff on a rota over 7 days per week. Are there any days or times of day you would be unable to work? If there are – please state them here:

Could you work extra hours at short notice?

**WILLINGNESS TO PERFORM TASKS**

I may need assistance with form filling, paying bills and shopping. Are you able to:

Read:

Write:

Do simple arithmetic:

Would you be prepared to work in a house where smoking is not permitted?

Please tell me if there are any Personal Assistance tasks that you couldn’t perform, either for religious, cultural or medical reasons or just because you wouldn’t want to.

Please tell me if you have any medical or mental health problem(s), which may affect your work as a personal assistant in any way?

When would you be able to start work?

Where did you see this advert?

**DETAILS OF CRIMINAL CONVICTIONS**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Applicants are not entitled therefore to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act unless they are subject to filtering. Any information given will be completely confidential.

Declaration: Have you had any criminal convictions that are not subject to the Disclosure and Barring Service filtering system? Yes/No

If yes, please give full details. Use a separate sheet if necessary

**REFERENCES**

Please give the name, address, telephone numbers and where appropriate the e-mail addresses of two people who have agreed to act as referees for you. One should be a current or most recent employer if you have one; they should not be a member of your close family.

1. Name:

How do they know you:

Address

Tel no:

e-mail:

Can we contact the above person prior to interview? Yes/No

2. Name:

How do they know you:

Address

Tel no:

e-mail:

### Can we contact the above person prior to interview? Yes/No

**DECLARATION**

I confirm that, to the best of my knowledge, the information on this form is accurate and that I have not omitted any facts, which may have any bearing on my application. If I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.

Signed Date

Please return this form, ideally by email to: [directpayments@disabilitynorth.org.uk](mailto:directpayments@disabilitynorth.org.uk)

Alternatively post to: REL/DP/002/17, Direct Payments, Disability North, Castle Farm Road, Newcastle upon Tyne, NE3 1PH

(If posting please use correct postage – will probably need a ‘large item’ stamp)