**Job Description**

**Job title** Support Worker

# Hours Up to 3 days (22 Hours per week)

 Standard working week - 2 days 7.5 hours per day

 - 1 day at 7 hours per day

 Working Days to be agreed

# Rates of Pay £8.70 per hour

**Purpose of Job**

I am 40 and have Multiple Sclerosis, I am a permanent wheelchair user, I work full time (based in the office at Newburn Riverside 3 days per week) and require assistance in the office, getting around, transfers and other tasks identified by myself.

Previous experience of supporting adults with physical disabilities is preferred. I am looking for somebody who is reliable, punctual and prepared for some flexibility in their working hours. You must also be able to respect mine and my employer's privacy and have an understanding of the need for confidentiality in all areas of your work.

As this position will involve working in a busy office environment, an understanding and experience of how to go on in a professional workplace is essential, as is a communications style capable of meeting new people and building relationships.

The position is subject to references and there will be a probation period as detailed in the contract of employment.

**Main Duties**

**General Mobility Assistance**

* Provide assistance entering and leaving my workplace
* Assist getting around the building by pushing me in a manual wheelchair and to external meetings and events
* Accompany me to meetings if appropriate and provide assistance as requested
* Carry bags, files and other equipment
* Provide support to car and taxi transfers
* Lead implementation of a Personal Emergency Evacuation Procedure for occasions when an instruction is given to leave the workplace (e.g. Fire Evacuation)

**WC Assistance**

* Implement an agreed procedure for assistance in the WC
* Support transfers as per training provided
* Support adjustment of clothing as directed
* Take all actions to minimise potential falls

**Other Assistance**

* Assist with set up of laptops and other equipment
* Collect visitors from reception
* Collect printing, undertake photocopying and scanning
* Deliver and collect documents and messages to other members of staff (including going to other office locations/floors unaccompanied)
* Make notes in meetings attended with myself
* Undertake other minor administrative or support functions as directed by me

**Training**

There are no formal qualifications needed to do this job. The tasks and types of assistance involved can be learned through on the job training. Some aspects relating to transfers and manual handling techniques skills will be provided through training provided by the Community MS Team. This training will be organised by me.

**Person Specification**

To be my support worker you should:

* Have some experience of working with people with physical disabilities or other experience of working with individuals on a close to 1 to 1 basis
* Have a positive attitude towards disability
* Be willing to work under my direction
* Be able to work flexibly to meet my needs
* Be a non smoker
* Be used to working in a professional environment and understand the expectations of working in an office situation
* Have good communications skills be polite and enjoy meeting new people
* Have good general health, have good upper body strength to facilitate wheelchair transfers
* Be reliable and trustworthy
* Be a good time keeper
* Be able to work at short notice
* Be able to work in different settings
* Keep information gained in the course of your employment confidential
* Be able to respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Be patient when doing tasks
* Have basic reading, writing and number skills
* UK Driving License desirable

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

**APPLICATION FORM**

**For the job of: 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 driving licence which is valid in the UK?

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**

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.

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 filtering?

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:

 Contact following Interview but Prior to Job offer? YES or NO

2. Name:

How do they know you:

Address

Tel no:

e-mail:

 Contact following Interview but Prior to Job offer? YES or 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 as soon as possible, ideally by email to: directpayments@disabilitynorth.org.uk or alternatively by post to: DRC/DP/001/17, Disability North, Castle Farm Road, Gosforth, Newcastle upon Tyne, NE3 1PH