**Job Description**

**Female Personal Assistant**

**Responsible to: Direct Payment Employer**

**Pay Rate: £11.15 per hour**

**Location: Walker**

**Hours: 9:30am- 10:30am**

**1:30pm – 2:30pm**

**5:00pm – 6:00pm**

**9:30pm – 10:30pm**

**These hours are Monday to Sunday.**

**Please indicate on your application which hours you would be available for.**

Support staff will work on a 2:1 basis and there is more than one post

available.

**The Job Role**

My name is Marjorie and I am looking for a team of friendly and supportive Personal Assistants.

My independence is extremely important to me and so is my privacy. I have been used to independence but due to health circumstances I require a high level of support to continue to live independently in my home and to access my community.

You will enable me to maintain my dignity and independence. I am looking for someone friendly, flexible and reliable. Experience is not essential as I will train you on how I like things to be done. Moving and Handling experience would be an advantage but not essential.

You must be able to make a good cup of tea.

You will be working alongside another member of staff at all times and will work as part of a wider support team.

**Duties will include**

**Specific Morning Tasks**

* The first job in the morning is to make me a cup of tea. I like to take my time and to have my cup of tea
* To enable all aspects of my personal care routine
* Transfer me from bed to the shower and support me to get dressed and ready for the day ahead
* Transfer into my powered wheelchair
* Provide me with breakfast and a drink
* Provide a medication prompt and ensure I take my medication

**Specific Evening Tasks**

* Enable all aspects of my evening personal care routine
* Support me to get dressed for bed
* Support transfers into bed
* Ensure I have access to a drink and snack if needed
* Provide medication
* Ensure the house is secure on leaving

**Domestic Tasks**

* Carry out any light household duties
* Topping up my electric meter
* Going to the local corner shop to get milk, bread etc.
* Carry out household laundry including changing my bed
* Encouraging me to maintain good nutrition

Any other requests which may reasonably be made.

**Person Specification – Personal Assistant**

To be my Personal Assistant you should:

* Have a positive attitude towards disabled people
* Be enthusiastic about your work
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility
* Have and use your own initiative and common sense
* Be clean, tidy and have excellent hygiene
* Be willing to work under my direction and instruction
* Be confident
* Be patient
* Know how to follow a confidentiality policy
* Have basic cooking skills
* Have a good sense of humour

An enhanced DBS check will be carried out for the successful applicant.

References will be sought if you are offered a position.

All posts are subject to a six month probation period.

You do not need any formal qualifications to do this job. All the training that is needed to be able undertake the role will be provided.