## Job Description

**Job Title** Female Personal Assistant

# Hours 15 hours per week Sunday – Tuesday

(5 hours per day - 4 hours 9am-1pm and 1 hour 6-7pm)

**Rates of Pay** £9.05 per hour

You must be willing to cover sickness and holiday when required.

**Purpose of Job**

I am a friendly, outgoing disabled woman and need assistance with most aspects of daily living. I live in my own home and I am accustomed to organising the assistance I need. I am involved in a number of community groups, enjoy the theatre and cinema and I also attend some short courses in a variety of subjects.

As my Personal Assistant your job will be to provide the personal, domestic and social assistance that I need to enable me to live in the way that I want to. My Personal Assistant will work under my direction to meet my needs and will be accountable to me in all aspects of your work. You should always ask first what my needs are and should always listen to and act on my requests and directions.

I prefer that my assistance is given by a woman who must be reliable, able to work flexible hours and be willing to do holiday and sickness cover for the other Personal Assistants that I employ. She must also be able to respect my privacy and have an understanding of the need for confidentiality in all areas of her work.

It is important for my Personal Assistant to have some experience or equivalent life skills to be able to work with mild mental health problems.

My Personal Assistant must be able to handle the physical skills of lifting, hoisting, pushing and bending. You do not have to be physically strong to do the job well. However, good general health is important.

**Main Duties**

The Personal Assistant will be expected to do the following tasks. Some tasks are daily, others weekly or monthly.

As my needs will vary it is important that the personal assistant is flexible about what the work involves and agrees to undertake any other reasonable Personal Assistance tasks that I request.

# Personal Assistance

* Assisting with transfers to and from bed and wheelchair
* Getting washed and dressed
* Assisting with preparing, cooking meals
* Eating and drinking
* Toileting

**Domestic Assistance**

* Shopping and/or assistance with shopping
* Filing and mailing correspondence
* Collection of benefits and prescriptions
* Household cleaning (hoovering, cleaning floors, cleaning bathroom, etc.)
* Laundry
* Changing bedding

**Social Assistance**

* Assisting with going out shopping
* Assisting with getting to and taking part in meetings and various social activities, including visits to the pub, theatre and cinema.

###### Other Needs

* Assistance in and out of my car
* Driving my car (if you have a driving licence)
* Simple maintenance (oil, water, cleaning etc.) of my van/car
* Pushing my wheelchair on walks, local trips
* Charging and general maintenance of my wheelchair and other equipment such as my hoist
* General maintenance of the outside of my house such as clearing snow, leaves and ice

Enabling me to carry out any chosen activity whether inside or outside my home, by carrying out any other requests which I may reasonably make.

**Training**

There are no formal qualifications needed to do this job. Where it is required, such as in Health and Safety matters, practical training and guidance will be arranged and the personal assistant will be expected to attend.

For the most part of the tasks and assistance involved can be learned through the Personal Assistant and I working together.

I am the person best qualified to know what my needs are and how they are best met.

**Person Specification**

To be my Personal Assistant you should:

* Have some experience of working with disabled children or adults
* Be willing to work under my direction
* Have a positive attitude towards disability
* Be flexible
* Have some experience of mental health
* Not smoke in my home/presence
* Not drink alcohol when working for me
* Have good general health
* Be reliable and punctual
* Be clean and tidy to my specification
* Be able to work in different settings
* Keep information gained in the course of your employment confidential
* Respect my privacy and that of my family and friends
* Not discuss my household and domestic circumstances with others, other than with my specific permission
* Be able to accept responsibility and work on your own initiative
* Be patient when doing repeated tasks
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills

**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.**

**YOUR PERSONAL DETAILS**

Title:

First Name: Middle Name:

Last Name:

Address:

Postcode:

Telephone number (Home): (Mobile):

E-mail address:

National Insurance Number:

Do you hold a current full, clean driving licence which is valid in the UK?

If yes, for how long?

Do you have your own transport?

**TELL US ABOUT YOU……**

What makes you a good candidate for this post? Please make your response relevant to this particular post and detailed Job Description.

What achievements are you most proud of?

What do you like to do in your spare time? What are your interests and hobbies?

## YOUR EMPLOYMENT HISTORY

What is your current job (paid or unpaid) and what do you most enjoy about it?

(Continue this information on a separate sheet if necessary)

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Employer | Position | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**YOUR EDUCATION AND TRAINING**

Please give details of your education/training including any qualifications relevant for this role:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | School/College/ University/Trainer | Qualification/Training Course | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**A FEW MORE QUESTIONS……**

Could you work extra hours at short notice?

I may need assistance with form filling, paying bills and shopping. Would you be able to help me?

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 details of two people who have agreed to act as referees for you. One must 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

Your application will be passed on via email or post to the service user or their nominated person who is advertising.

Disability North will electronically store your application form for 6 months after this recruitment ends, it will then be deleted.

If you are successful your application form will be stored electronically throughout the course of your employment and 6 months thereafter. It will then be deleted. We may share your information with our payroll service in order for them to carry out the payroll service to your employer.

If a DBS is required we will scan and email your DBS information to the information officer at Newcastle Civic Centre. Documents will be stored securely and electronically until the DBS comes back and they will then be deleted.

To view Disability North’s Privacy Notices visit <http://www.disabilitynorth.org.uk/about-us/privacy-notice/>

Consent for information on recruitment services.

**Please tick the box beside any of the sections that interest you:**

* **Yes please add me to the vacancies bulletin mailing list**

A fortnightly bulletin summarising current PA vacancies with local employers

* **Please send me further information on the Matching Service**

Using a generic application form we will store your details which can be viewed by our Service Users when looking for PA support.

If you consent to any of the above and later wish to remove your consent, please contact [directpayments@disabilitynorth.org.uk](mailto:directpayments@disabilitynorth.org.uk) and we will no longer send you information on that topic.