## 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