**Job Description**

**Job Title** Personal Assistant

**Hours**  4 hours per week (ideally 2 hours on Monday and Thursday afternoons but there is some flexibility around this).

There will be additional hours offered to cover sickness/holiday of other team members.

**Rates of Pay** £9.10 per hour

**Mileage** 40p per mile

**Payment** Via Disability North Payroll Service – 0191 2840480

**Purpose of Job**

I am a woman with mental health issues, I also have chronic full body pain and fatigue due to Fibromyalgia. I have fluctuating needs because of this. I need assistance with aspects of daily living. I am accustomed to organizing the assistance I need.

As my Personal Assistant your job will be to provide the social assistance and domestic assistance that I need to enable me to live in the way that I want to. The initial aim of this role is to provide me with support around social, practical and domestic issues.

As my Personal Assistant you will work under my direction to meet my needs and will be accountable to me in all aspects of your work. Due to my health needs it is essential that my environment is kept clean to a very high standard. So someone who is comfortable with maintaining the necessary standard of cleanliness is essential.

You should always ask first what my needs are and should always listen to and act on my requests and directions. It is important that my Personal Assistant is reliable, punctual and able to work flexible hours. You 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 essential that my Personal Assistant has a full clean UK driving licence and access to their own vehicle that they are willing to use whilst working for me and that a wheelchair (folded) will fit into.

Good general health is important as I need help with everyday lifting and carrying. There will be times when I will need my Personal Assistant to push me in my wheelchair when we are out in the community, fold it up and lift it in and out of the car.

As my Personal Assistant I require that you arrange on each Friday at least one week in advance for the following weeks availability and that you let me know either way on the Friday if you are available to work the agreed hours the following week. This enables me to prepare in advance my weeks appointments.

**Main Duties**

The Personal Assistant will be expected to do the following tasks.

As my needs 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.

Domestic Assistance

Shopping

Assist in putting my shopping away

Fetching and carrying

Collection of prescriptions

Preparation of food

Light lifting

Changing bedding

Light cleaning

Washing clothing and bedding

Other Needs

Household maintenance

Light Garden upkeep (plant pots in a backyard, keeping the area tidy and watered)

Personal Assistance:

To push me in my wheelchair when required.

My needs can vary and at times I may need you to:

Prompt/help me to get up and dressed

Prompt/help me to prepare a snack or meal

Prompt/help to do light exercise

Prompt/help me to eat

Prompt/help me to take my medication

Suggest activities to alleviate the pain in my body

Prompt/help me to attend medical appointments

Contact my Mental Health Team Worker if the need arises

Training

There will be a probationary period of 6 months. At the end of this period I will meet with you to review the position. If your performance is satisfactory and we are both are happy with the situation, your continued employment will be confirmed.

The Probationary period can be extended at my discretion. During the first 3 months of the Probationary Period, I may terminate your employment by giving one week’s notice. During the remainder of the Probationary Period, either party can terminate employment by giving one week’s notice.

This post is subject to a satisfactory Enhanced DBS check and references, which will be taken up only if you are offered the post.

**Personal Assistant Person Specification**

To be my Personal Assistant you must:

* Be willing to work under my direction
* Be non-judgemental, respecting everyone’s beliefs and lifestyle choices
* Be happy to work in a home that has a cat
* Be able to remain close by at all times when working for me. I prefer you be on my right hand side
* Have good communication skills
* Have a positive attitude towards social inclusion
* You must not smoke in my presence (a non smoker is preferred)
* Be confidential in your work and understand the importance of this
* Be patient when doing repeated tasks
* Not drink alcohol or take drugs when working for me
* Have good general health
* Be reliable and trustworthy
* Be a good time keeper
* Inform me if you are running more than 15 minutes late
* Be able to work at short notice
* Be able to work in different settings
* Be able to accept responsibility and work on your own initiative
* Be clean and tidy to my specification
* Have at least basic reading, writing and number skills
* Be flexible
* Be a driver with full, clean driving licence

**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):

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| Date | Employer | Position | Reason for leaving |
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**YOUR EDUCATION AND TRAINING**

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

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| Date | School/College/ University/Trainer | Qualification/Training Course | Grade |
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**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.