**Job Description**

**Job Title** Personal Assistant

**Hours** 16 hours per week

(Tuesday 11.30am-5.30pm

Wednesday 9/9.30-3/3.30pm

Thursday 9/9.30am-1/1.30pm)

**Rate of Pay** £8.75 per hour

**Purpose of Job**

I am 37 years old, I am registered severely sight impaired I also have a mental health condition. Although I am very independent I need assistance to undertake social and domestic activities that would be difficult for me without support. I live with my husband our two children and I am waiting for a new guide dog.

I have a Personal Assistant to support me to participate in activities of my choice as well as some household tasks.

The position will involve assisting me to get out and about to undertake a variety of activities. I need assistance to enable me to go to activities including taking my guide dog for a free run, do an exercise class, shop for food, household items and clothes, or meet a friend. In the house I need my Personal Assistants to help me prepare food, wash up, wipe around the kitchen and dining table to ensure they are hygienic and fetch and carry items. I need support to enable me to take my children to activities for example describing what my son is doing during his swimming lesson or guiding me around a playgroup with my daughter and telling me what activities are on offer supporting me to find things for her to play with.

When we are out and about, you will be acting as a pair of eyes for me. This will partly involve, helping me to get safely from an agreed meeting place to wherever we are going and back again. I often work my Guide Dog but there are some situations where it is not practical to do this and then I will need to be guided by you. As a sighted guide you will need to guide me round obstacles, describing floor surfaces etc. I also require you to read sell by dates, prices, menus and other written material. This means that as well as being able to read and talk clearly, you will need to have the confidence to do this in public venues.

Training can be provided for the role, having enthusiasm and a positive attitude towards Disabled people along with a sense of humour are very important attributes for my PA to have.

**Main Duties**

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

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.

# Domestic Assistance

# Supporting me to do food shopping checking sell by dates on food, quality of fresh food. Finding items I need to purchase

* Assisting me to prepare meals by chopping vegetables, reading recipes, measuring liquids, transferring things from one container to another and clean to up afterwards
* Reading post and other written material
* Making me aware of hazards such as wet floors or broken glass and assisting me to clear these up to make sure the area is safe
* Helping me to organise files/cupboards and to always put things away in their exact place so I can locate things easily.

# Social Assistance

* Being my guide, using vocal commands to guide me
* Assistance with free running my guide dog, guiding me, describing where my dog is and what it is doing
* Describing visual things in group activities or exercise classes e.g. what my son is doing in his swimming lesson
* Assisting with shopping e.g. finding shops, sizes, prices etc.
* Assisting me with trying out new activities
* Guiding me in familiar and unfamiliar places
* Reading menus to me
* Finding safe places to spend my Guide Dog
* Assistance taking my children to activities by guiding me, describing where they are and what they are doing. Pointing out any hazards or dangers to them.

**Other Tasks**

* Fetching and carrying
* Locating dropped items
* Letting me know if clothes or other items are dirty.
* To use your car in the role to drive me to activities (mileage is paid)

It is extremely important that my PAs understand the position is to support me and is NOT to look after my children. My son knows my PAs are there support me because of my visual impairment and not to look after him.

**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. For the most part, 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.

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.

**Person Specification**

To be my Personal Assistant you should:

**Essential**

* A positive attitude towards Disabled people
* Good verbal communication skills
* Enthusiasm for your work
* Willing and able to work under my direction
* Ability to work in different settings
* Fit and active
* Willingness to try out new activities
  + Be able to read out loud
* Comfortable around dogs and children
* Reliable, trustworthy and have good time keeping skills
* To be professional at all times when working for me
* Not smoke or drink alcohol when working for me
* Know how to put a Confidentiality Policy into practice
* Be able to accept responsibility and work on your own initiative
* Be able to occupy yourself when required
* Be clean and tidy to my specification
* Be patient when doing repeated tasks
* Be a car owner/driver and have a clean driving licence

**Desirable**

* Have personal or professional experience of Disability
* Basic knowledge and understanding of a Guide Dog

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: Female Personal Assistant BD/DP/001/19**

**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 British driving licence?

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**

Are you able to work the days and times specified in the job description?

**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.

Please tell me if you have any medical or mental health problem(s), which may affect your work as a personal assistant in any way?

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. Any information given will be completely confidential.

Declaration: Have you had any criminal convictions? 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. We will contact both referees prior to interview unless you indicate otherwise.

1. Name:

How do they know you:

Address:

Tel no:

e-mail:

Contact Prior to Interview YES or NO

2. Name:

How do they know you:

Address:

Tel no:

e-mail:

Contact Prior to Interview 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 by 12 noon 9th August, 2019 BED/DP/001/19 Direct Payments, Disability North, Castle Farm Road, Newcastle upon Tyne, NE3 1PH.**

**Or by e-mail to** [directpayments@disabilitynorth.org.uk](mailto:directpayments@disabilitynorth.org.uk)

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.