**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.