**Job Description**

**Female Personal Assistant (Bank Staff)**

**Responsible to:** Direct Payment Employer Lorraine Armstrong

**Pay Rate:**  £9.35 per hour

**Location:** Benwell

**Hours:** As and when required to cover sickness and holidays.

**Main Duties**

To support my mum Elizabeth who has dementia. Promoting her independence and continuing to live in her own home is a priority for her and her family and you will work to support and enable that for as long as possible.

Elizabeth enjoys Bingo and regularly attends the sessions they hold within her accommodation.

**Duties will include**

**Personal Care**

* Support, encourage and maintain her personal care routine
* Prompt her to have a bath in the morning and if she is unwell you will need to physically help her
* Apply any cream/ointments as needed
* Change any dressings as needed
* Prompt to take medication and ensure that the medication is taken
* On an evening Elizabeth may become distressed and want to go home, you will remain calm and use the strategies that I will give you to manage this

**Domestic Duties**

* To provide support within the home around all household tasks
* Light domestic duties including washing, ironing, cleaning
* Prepare meals
* Do grocery shopping where necessary
* Accompany her to any medical appointments
* Collect prescriptions
* Encourage socialisation and self-care

**Social Activities**

* Provide companionship and social interaction
* Accompany Elizabeth out to any social activities, shopping or for coffee
* Any other requests which may reasonably be made

**Person Specification – Personal Assistant**

To be Elizabeth’s Personal Assistant you should:

* Have a positive attitude towards disabled people
* Have experience in working with people who have dementia
* Be enthusiastic about your work
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility
* Have and use your own initiative and common sense
* Be clean, tidy and have excellent hygiene
* Be willing to work under my direction and instruction
* Be confident
* Be patient
* Know how to follow a confidentiality policy
* Have basic cooking skills

An enhanced DBS check will be carried out for the successful applicant.

References will be sought if you are offered a position.

All posts are subject to a six month probation period.

You do not need any formal qualifications to do this job. All the training that is needed to be able undertake the role will be provided.