**JOB DESCRIPTION**

**Job Title** FemalePersonal Assistant

5-10 hours per week

Wage: £9.25 per hour
 £74.00 per sleepover

Location: Jesmond

The exact hours are flexible to be agreed to fit into an existing 24/7 rota.

In addition to the hours there will be the possibility of sleepovers as well – these will be agreed with staff as required and extra hours are often available.

**Purpose of Job**

As I have a disability which impacts my hand function, mobility and speech, I require assistance with all aspects of daily living. I live independently and therefore have a team of PA’s to provide 24hr assistance.

As my Personal Assistant your job will be to provide the physical assistance I need to enable me to be as fully independent as possible. A female assistant is paramount. As my assistant, you must be extremely reliable, with a mature attitude as well as being able to work flexible hours on a rota (sometimes at short notice when another Personal Assistant is off sick). I am capable of making decisions independently and it is vital that staff always check and communicate with me before carrying out tasks.

You must be willing to learn about your role as my assistant, be able to respect my privacy and dignity and have an understanding of why I wish to be independent. While I am independent, as a personal assistant you need to respond well to instructions and have a willing attitude to understand what it might be like to have a physical disability. Your workplace is my home, therefore respect of both surroundings and aware of my personal space is a necessity. Respect of my needs and the way in which I do things is paramount, we all have different ways of doing things and there is no right or wrong way. You must be able to maintain confidentiality at all times, in all areas of your work.

These posts are subject to satisfactory Enhanced Disclosure and Barring service checks (was CRB) and references, which will be taken up only if you are offered a post.

**Supervision**

As my Personal Assistant you will be directed by and be accountable to me in all aspects of your work. You should also ask what my needs are and listen to my directions and requests.

**Main Duties**

The Personal Assistant will be expected to do the following tasks. Some tasks are daily, others as and when required.

As my needs will vary it is important that the Personal Assistant is flexible about what the task involves and agrees to undertake other reasonable personal assistance that I require.

Personal Assistance:

Tasks required throughout the day, week, and month:

Assisting with personal care and all aspects of personal grooming.

Domestic duties, including, washing, ironing and general housework.

Gardening.

Food preparation – on occasion assistance with eating and drinking

Helping to prepare medication

Assistance with shopping as required.

Assistance with household management including using a computer.

Assisting with meeting friends but respecting those relationships as my own.

Must be comfortable with dogs and assisting in walking and grooming.

Assisting with swimming

Driving duties: you must be confident in driving a large people carrier and be willing to undergo training in using the wheelchair ramp to get my power chair in and out of the car.

All of these tasks will be directed by myself. Once confident and trained you will be entrusted to carry out the tasks without supervision, but will still be instructed when to do so.

I have a dog and your role is to assist me to look after them. I need assistance with feeding, walking, and grooming them.

This is not an exhaustive list of duties and responsibilities. The post holder maybe required to undertake other duties which fall within the position, in discussion with myself.

Social Activities

You will be required to help me with a variety of social activities. I may need additional support when out and about such as assistance with eating. When out, I may need you to support me when I am walking and help me up and down any steps.

**Training**

There is no specific qualification needed for this job. For the most part the tasks and assistance involved can be learned through the Personal Assistant and myself working together. I am the person best qualified to know what my needs are and how they are best met. It is important that my Personal Assistant has good listening skills.

**Dress code**

I would like the Personal Assistant to wear comfortable and practical clothes for work – smart but casual. Jeans or leggings are ideal!

**Food**

Coffee and tea will be provided but please bring your own food and snacks.

**Mobile Phones**

Mobile Phones should be on silent. Please ask my permission to use your phone if you are waiting for an important phone call. Please feel free to use your phone for texting in your breaks!

**PERSONAL ASSISTANT SPECIFICATION**

To be my Personal Assistant you should have:

Willingness to work under my direction.

Reliability - as I live independently, it is vital that you are able to arrive for your shift promptly and inform me ASAP if you are unable to work for any reason.

Good verbal and written communication skills with myself. As I have cerebral palsy, my speech can sometimes be a little unclear. Sometimes people who don’t know me have difficulty clearly understanding what I am saying therefore you will be required to give some appropriate assistance.

Patience – the ability to provide a calm and consistent approach.

Open Mindedness – The ability to see things from other peoples’ perspectives and to work in a variety of situations and environments.

Conscientiousness – The ability to take pride in own work, which will include good timekeeping and perseverance.

Be self-motivated.

Initiative – The ability to take a proactive role when required.

New Learning – The ability to adapt to different situations.

Personality – The ability to maintain individuality whilst following appropriate care routines.

Have a sense of humour.

Have a mature attitude to your work.

I spend the majority of my time in the company of my assistants; therefore it is vital you are able to maintain a cheerful demeanour, even when tired or fed up! Let personal matters stay out of the workplace and remember you are working in my home.

Be flexible and adaptable.

Not drink alcohol when working for me.

Have good general health. You will be required to carry out general lifting tasks (e.g. shopping bags); I will also require minimal moving and handling assistance (e.g. assistance to rise from a low chair, or support to steady myself when walking on uneven ground). You must also be able to lift my lightweight wheelchair in and out of the car.

Like dogs.

Be trustworthy.

Be a good time keeper.

Be able to keep confidence.

Be able to commit yourself to giving at least two months notice before leaving.

You do not need any formal qualifications but you must be willing to learn how to do the job under my direction.

**Additional criteria to work with me.**

Essential

1. To respect my privacy and dignity.

2. Availability and capability to work hours in rota.

3. Literacy skills – ability to read and understand appropriate written material.

4. Disability Awareness or willing to learn about it.

Preferred

1. Experience of working with a person with cerebral palsy.
2. Experience of working with clients in their own homes.
3. Experience of one to one work with clients.
4. Non-smoker.
5. Experienced car driver.

**Conditions of Employment**

You will be employed by myself.

You will be managed by myself and all personnel issues will be negotiated through myself.

The contract allows for 5.6 weeks paid leave pro rata (one week to be taken when I am on holiday) and two weeks paid sick leave pro rata per annum.

You will receive initial training by myself.

You will provide weekly timesheets to me and be paid monthly directly into your account.

You will be on probation for 6 months.

**Rota**

A combination of mornings, afternoons and evenings during the week and at weekends working in my home or accompanying me out in the community, university or work.

Prompt arrival at an agreed time is essential.