**Job Description**

**Personal Assistant**

**Pay Rate:**  £9.74 per hour

**Location:** Heaton

**Hours:** 4-5 hours per week (hours to be discussed)

**About the role**:

You will support me so that I can keep my independence, as well as keeping me safe and accompany me out to social and leisure activities, and assist me with domestic tasks. I have limited mobility and use a manual wheelchair full-time.

I am 25-years-old and live with my partner in the Heaton area.

I live with OCD, autism, partial deafness and a genetic connective tissue disorder which causes chronic pain, fatigue, dislocation in my joints, as well as heart and gastro issues.

I enjoy swimming – I go to the Gosforth pool once a week. I am also a member of the Northern Proud Voices choir and a big fan of musicals, my favourite being Hamilton. I like to visit the cinema and particularly like comedies, animation and documentaries.

You should also have good general health as part of the role is to push me in my wheelchair and you will also accompany me with physical activities such as swimming.

There is also some personal care within the role, this will include assistance with showering and bathing.

There are no qualifications needed to do this role, the most important part is that the PA and myself get on.

**Main Duties will include**

**Personal Care**

* Assist with showering and bathing which includes after my weekly swimming session

**Domestic**

* Assist with food preparation of simple meals
* Assist with making telephone calls due to my hearing impairment.
* Assist with light domestic duties including taking out the rubbish, laundry and hoovering
* Assisting and accompanying with food shopping

**Social Care**

* Accompany to social and leisure activities of my choosing
* Accompany me in the community and coffee afterwards
* Support with accessing and accompany to medical appointments

**Personal Assistance**

* Ensuring my safety at all times
* Any other requests which may reasonably be made
* Assistance with pushing me in my wheelchair when I cannot manage

**Person Specification – Personal Assistant**

To be my Personal Assistant you should:

* Have a positive attitude towards disabled people
* Be enthusiastic about your work
* Be comfortable pushing/lifting a manual wheelchair
* Be reliable, punctual as well as patient and understanding
* Be able to, or willing to learn to cook meals for complex diets and food intolerances
* Have good written and verbal communication skills including the ability to communicate with people who are non-verbal
* Have and use your initiative and common sense
* Be clean tidy and have excellent hygiene
* 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
* Have a calm personality
* Be able to work in different settings
* Know how to follow a confidentiality policy

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

References will be sought if you are offered a position.

All posts are subject to a three-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.