Job Description

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| **Job title:** | Female Personal Assistant and Housekeeper |
| **Hours:** | 8 hours a day to cover 3 days per week on a 7 day rota basis |
| **Rate of pay:** | £9.50 per hour |
| **Location:** | Fenham |

# About Us

Edward and Sheila are a retired couple in their early eighties who have lived in Fenham for the last 56 years. Edward worked as a Civil Engineer and Sheila as a Physiotherapist.

Sheila has Corticobasal Degeneration which has affected her mobility and speech – she is no longer able to walk and has lost much of her ability to speak. She needs assistance with most aspects of daily living. Edward has provided this assistance for some years, as Sheila’s full-time carer.

* **SHEILA** cannot walk so has to be conveyed on wheeled chairs. Currently orbital transfer platforms are used to transfer her between bed, commode and various chairs. She requires assistance for all aspects of personal care - including toileting, showering and dressing. She is able to use a stair lift with assistance. Her speech has been severely compromised but with patience she can still be understood. Because her condition is degenerative further deterioration is expected.
* **EDWARD** walks slowly without walking aids inside the house but has some problems with balance and has difficulty in preforming fine manual tasks with which he will need help e.g. doing up small buttons and help cutting toenails. Outside Edward uses a rollator or mobility scooter.

Edward and Sheila have three daughters who live away from Newcastle but who visit regularly and are actively involved with supporting their parents.

# Purpose of Job

Edward and Sheila are seeking the services of a Personal Assistant(s) to provide personal care for Sheila and to take over day-to-day domestic chores – essentially a housekeeper. This will release Edward from some of his caring role and enable Sheila and Edward to regain some of the quality time they used to enjoy together.

With Edward on his mobility scooter and with someone to push Sheila in her wheelchair, the couple hope to be able to resume trips out in the local area.

The Personal Assistant(s) will be directed by Edward and the main duties will include (but not necessarily be limited to):

* Assisting with Sheila’s personal care – moving, showering, toileting, dressing and personal grooming.
* Occasional grooming support for Edward – particularly helping with small manual tasks.
* Preparing and serving three meals a day, including washing dishes and tidying the kitchen.
* Helping put away the weekly grocery shop.
* Changing bedding regularly.
* Laundry, including a small amount of ironing.
* Regular cleaning of toilets and bathroom and main living/bedrooms.
* Occasional cleaning of other rooms.
* The usual less frequent tasks associated with maintaining a household e.g. cleaning out cupboards, fridge, cooker; changing lightbulbs; clearing snow in the winter.
* Provision of companionship and conversation for Sheila and support to help her re-engage with some of the activities she used to enjoy doing.
* Accompanying Edward and Sheila on short (part-day) trips outside of the home.

# About You

* You will be somebody who is prepared to become part of this small household on a day-to-day basis.
* You will have patience and the desire to spend time learning how to communicate effectively with Sheila and will be prepared to take direction from Edward about the way that things should be done.
* You will be committed to providing a high level of personal care for Sheila.
* Ideally you will have experience of running a home.
* You’ll become a core part of Sheila’s and Edward’s life, so commitment and good timekeeping are important, as is good general health.
* Sheila and Edward both have a good sense of humour – so a shared sense of humour would be good.

# Training

There are no formal qualifications needed to do this job.

Practical training will be provided where necessary – for example with manual handling – and you will be expected to attend.

There will be a probationary period of six months, at the end of which we will meet to review the position. If everything is satisfactory your continued employment will be confirmed.