**Job Description**

 **Personal Assistant**

**Responsible to:** Direct Payment Employer

**Pay Rate:**  £9.74 per hour

**Location:** Byker

**Hours:** 10 hours per week (To Be Arranged)

**Main Duties**

You will support and encourage David to promote his independence and build his confidence, keep him safe and accompany him out to appointments and social activities.

**About David**

David is a friendly, pleasant 39-year-old single man who lives in his own property in Byker. He has a passion for writing and has published 5 novels to date.

He is a big fan of fantasy fiction particularly the books of Terry Pratchett and likes to participate in board games with a medieval fantasy theme like Warhammer.

David is also into his rock music especially U2.

He also likes to visit the town and potter around the games and second-hand book shops and go for a coffee afterwards.

David is open to going further afield like visiting the coast or the countryside and going for a bite to eat afterwards however this depends on how he is feeling physically

He is also interested in going to the cinema occasionally.

**Main Duties will include**

**Domestic**

* Accompany an assist David with grocery shopping
* Assist and prompt with tidying up around his home
* **Social Care**
* Accompany and encourage David in social activities
* Accompany him on visits to the town and coffee afterwards

**Personal Assistance**

* Accompany him to any medical appointments
* Ensuring David’s safety at all times
* Encourage him to try new activities
* Encourage and guide him to be independent
* Any other requests which may reasonably be made

**Person Specification – Personal Assistant**

To be my Personal Assistant you should:

* Have a positive attitude towards disabled people
* 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
* Have a calm personality
* Be able to work in different settings
* Know how to follow a confidentiality policy
* Preferably able to drive and have access to a car but not essential

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 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.