**Job Description**

**Job Title** Personal Care Assistant

# Hours 16 hours per week, must be able to work part of these hours every other weekend

**Rates of Pay** £9.90 per hour

**Location** Gosforth area

**Purpose of Job**

I am a 35-year-old male who had a spinal cord injury in 2014. As a result of the injury I have quadriplegia with no use of my legs, hands or abdominal muscles and very limited use of my arms. I require a personal assistant to help me from day to day so that I can live as full a life as possible despite my disability.

I employ a staff team to provide my care. This includes all aspects of my care-personal, social and domestic assistance. My team covers 7 days per week and are able to provide occasional cover for other members of staff when they are on holiday or off sick, therefore I need people who can commit to the role.

The hours I am currently recruiting for are to provide personal care and will including working every other weekend as part of a rota, so you must be able to work weekends. The hours also include morning and afternoon calls. This will be broken down as -

Three hours in the morning approx 8-11am during the week and approx 10-1pm on weekends.

The evening calls will vary. In the summer they will be approximately 9:30 pm and in the winter approximately 8:45 pm. There will be an element of flexibility required as I will occasionally need later call if I am going out. This will be arranged in advance. Hours and days worked will be discussed in more detail at interview.

The ideal candidate will be proactive, positive, intelligent and personable. Experience in care is and a willingness to do personal care is essential. My care is provided by two PA’s at a time so the ability to work well with others and communicate well is also essential.

The job will require somebody who is relatively healthy and fit as it involves movement and handling.

As my Personal Assistant, it is important that you respect my role as your employer and be able and willing to work under my direction. Your job will be to provide the physical assistance I need to enable me to be as fully independent as possible. As my assistant, you must be extremely reliable and be able to work flexible hours (sometimes at short notice).

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 my independence. You must be able to maintain confidentiality at all times, in all areas of your work. You do not have to be physically strong to do the job well, but good general health is important.

**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. All personnel issues will be negotiated through me.

**Main Duties**

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. A more detailed care plan will be provided during the interview process.

**Personal Assistance**

* Assisting me to get up and out of bed in the morning

Manual handling and using a hoist so that you dress and undress me (training will be provided)

* + Hoisting into my shower chair and wheelchair
	+ showering, shaving and helping with brushing teeth
	+ preparing and feeding me a simple breakfast
	+ emptying catheter bags
	+ carrying out a bowel routine when required. This will include the Quofora irrigation system and digital stimulation (training will be provided)

Getting me up and dressed in a timely manner

The evening call is simpler and can be done in 30 minutes with the right staff. It involves helping to brush my teeth, getting me undressed and hoisting me into bed.

This will be an ideal role for somebody who is looking for a relaxed working environment and does not want to work full time.

**Social Activities and additional needs**

* You may be required to drive my adapted vehicle
* You will assist me with transfers in and out of the vehicle.
* General administrative tasks associated with my work

**Training**

Previous caring experience of working in care is essential however full training will be provided. A friendly conscientious disposition is also needed as awareness for my needs is very important. The ideal candidate should also be calm and able to cope and assist should medical assistance be required. In the unlikely case of intervention being required, you would be expected to be calm and composed enough to deal with the situation appropriately i.e give medication, phone a doctor/ambulance. Please see below for other essential criteria.

For the most part of the tasks and assistance involved can be learned through the Personal Assistant and I working together. I am the person best qualified to know what my needs are and how they are best met.

Where it is required, such as in Health and Safety matters, practical training and guidance will be arranged and the personal assistant will be expected to attend.

There will be a probationary period of 26 weeks. At the end of this period I will meet with you to review the position. If your performance is satisfactory and we are both are happy with the situation, your continued employment will be confirmed.

The Probationary period can be extended at my discretion. During the first 12 weeks of the Probationary Period, I may terminate your employment by giving one week’s notice.

These posts are subject to satisfactory Enhanced DBS checks and references, which will be taken up only if you are offered a post.

**Additional Criteria to work with me**

* To be able to work as part of a team of Personal Assistants
* Must be willing to undertake any training needed
* Able to help with exercise routine
* Must be comfortable around dogs
* Be reliable, as it is vital that you are able to arrive for your shift promptly and inform me if you are unable to work for any reason so that I can arrange cover
* Be patient and provide a calm and consistent approach
* Good timekeeping and perseverance
* Be self-motivated and have the ability to take a proactive role when required
* Have a sense of humour and a mature attitude to your work, with the ability to maintain individuality whilst following appropriate care routines
* 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!
* Be able to commit yourself to at least one month’s notice before leaving the job, except in extreme circumstances

**Person Specification**

To be my Personal Assistant you should:

* Have some experience of working with disabled children or adults
* Have experience of working one-to-one with clients or with them in their own homes
* Be able to assist with organising my day around my work as a CEO of a charity
* Be able to assist with general administrative tasks
* Be willing to work under my direction
* Have a positive attitude towards disability
* Be flexible, reliable and punctual
* Be a none smoker
* Not drink alcohol when working for me
* Have good general health
* Be clean and tidy to my specification
* Be able to work in different settings
* Keep information gained in the course of your employment confidential
* Respect my privacy and dignity and that of my family and friends
* Not discuss my household and domestic circumstances with others, other than with my specific permission
* Be able to accept responsibility and work on your own initiative
* Be patient when doing repeated tasks
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills
* Have an interest in Sport, music, film and arts
* Be sociable and enthusiastic
* Must be willing to drive my adapted vehicle if required