**Female Personal Assistant (BSO/DP/001/20)**

**Job Title:** Female Personal Assistant

**Hours:** 19-25 hours per week can be split over two posts

Working 10-3 Monday, Tuesday, Wednesday, Thursday, and Sunday

Once the day centre reopens it may change to 9-11am on a Monday and Wednesday.

**Pay rate:** £11.00 per hour (self-employed)

**Area:** Gosforth

**About the role**

We are looking for a reliable and committed PA to work on a self-employed basis, ideally someone who is already working as self-employed and is looking to increase their client base and take on some extra work and support our Mother, Basima, to continue to live independently, safely at home.

**About the person**

Basima is almost 86 years old, she lives in her small ground floor flat and has been there for the last 10 years. Basima’s first language is Arabic, but she can communicate well in English and understands English when spoken clearly and slowly.

Basima is normally a very sociable, cheerful, and active lady, who prior to the Covid crisis attended various social activities 5 times a week, she enjoyed going out for a walk and chatting to people that she met. One of her favourite activities was to go out for a nice cup of coffee and slice of cake. Basima still enjoys walking and a cup of tea with cake! Basima is a Christian but no longer attends a church.

Basmia’s independence is extremely important to her and to her family, despite a diagnosis of dementia 6 years ago. Basima has remained physically active and mobile, although requires a use of a handrail when going upstairs. Until 3 years ago she was fully independent within her own home. Basima still operates her TV, kettle, microwave and toaster, and enjoys making tea and coffee. She does not generally require support with dressing or feeding but will need some form of support to ensure that she puts on fresh clothing and will benefit from company at mealtimes.

Due to the dementia Basima does struggle with short term memory and will become easily confused particularly when she wakes up. Basima no longer uses her cooker, oven, washing machine or dishwasher and requires support in these areas. She has also stopped doing the regular household cleaning that she used to do. As Basima no longer cooks, breakfast and snacks need to be prepared for her. She is a fan of bread and cheese, bananas, and bran flakes as well as fruit and nuts. Mostly, dinner will be arranged by the family. But there may be occasions when a meal needs to be set out for her.

Basima’s sleeping pattern has changed recently. She will often sleep until after midday and requires a lot of coaxing to get out of bed. She needs some creative encouragement to have a shower.

You will be a key role in supporting Basima in accessing suitable activities, staying safe, independent, and motivated.

**Main Duties that are required and services you will be expected to offer**

**Personal Care Tasks**

* Creatively encourage Basima to have a shower most days
* You will lay out Basima’s clothes each morning ensuring that she has clean clothes to wear
* Support with any other personal care tasks that arise

**Domestic tasks**

General household cleaning duties. Some will need to be weekly and others each shift.

* Kitchen cleaning
* Bathroom cleaning
* Change the bedding
* All laundry
* Ensure blinds are opened in the morning
* Prepare breakfast
* Prepare snacks
* Prepare meals when required
* Any other domestic tasks that may arise

**Social activity tasks**

* It is important to provide Basima with social interaction and company. Each shift you will provide social company and support Basima to go for short walks around her area

**Other tasks required**

* To encourage Basima to do some daily exercise
* Provide Basima with her medication, ensuring that it is taken according to prescriptions

Training

There are no formal qualifications needed to do this job.

Practical training will be provided where necessary with any part of the support and you will be expected to attend.

Some experience of working with clients with a dementia diagnosis would be useful.

The contract will be reviewed on a regular basis.

An enhanced DBS check and two references are required for this post.

**About You**

* Ideally you will already be set up as a self-employed PA
* You will be professional
* You will be clean and tidy
* You will work to a high standard of care and support
* You will be passionate about inclusion, independence and ensuring someone has choice and control over their support
* You will be able to offer services to fulfil the tasks mentioned in this description
* You will be physically able to carry out the tasks
* You will have a clear understanding of confidentiality in your work
* You will have good clear communication skills
* You will be flexible in your approach to work
* You will be reliable and a good timekeeper