**Job description**

**Job Title:** Personal Assistant

**Hours of work**: 2.5 hours per week

**Hourly rate:** £8.75 per hour

**Reporting to:** Direct Payment Employer

**Location:** North Shields

**About the role**

To provide support within my home and at times within the community that I live in. The role is to support my independence and ensure that essential household tasks are carried out. My health condition is fluctuating and therefore the position will require flexibility.

**About me**

I am a young woman in my 30’s. I have a keen interest in the arts. I am a community artist and a writer. I am currently writing my first novel.

Prior to Covid I was working on several arts-based projects within my community. I have been involved in participatory community-based artwork within Newcastle Cathedral. I am passionate about Social Justice, using arts and music to raise awareness of the issues in society, particularly around the rights of the LBGTQ community.

I have been involved in queer rights activists and fundraising and volunteering for the SISTERS OF PERPETUAL INDULGENCE.

I love music and enjoyed visiting places such as the Ernest, St Doms, the Star & Shadow and the Cumberland Arms. My social circle is made up of DJs and musicians. I enjoy visiting places such as the Side Gallery and the Baltic.

I have also been involved in Wheelchair dancing.

I recently had to leave my university course and I am hoping to return to that soon.

I have fibromyalgia resulting from Glandular fever, brain fog is a symptom of this and extreme tiredness which is when I need support around duties within the home and at times within the community.

**Main duties**

You will support me to maintain my home, ensure that I have access to meals and support with shopping. At times you may be required to assist me on evenings out or visiting places within the community. You will be required to assist me with my wheelchair outside the home.

**Duties within the home**

* Meal planning
* Meal preparation
* Batch cooking
* General household cleaning tasks
* Laundry
* Changing beds
* Shopping
* Support with any household admin

**Social Activities**

* Accompany me to places of my choosing
* Ensure my safety is returning home
* Assist with my wheelchair when needed

Any other reasonable duty required to enable my independence

**About you**

You will be able to deliver high quality support, be non-judgemental, have a positive attitude to inclusion and person centred support.

You will understand confidentiality in all aspects of your work and have some knowledge of safeguarding.

You will be patient and have a flexible approach to work.

Due to the fluctuation in my health condition my support is designed to be flexible. One week I may not require support and may look to save those hours to be used over a weekend.

You will be able to build good rapport and have good communication

You will have an awareness and understanding of issues faced within the LGBTQ community

You will have a positive attitude to disability and long-term health conditions.

You will be reliable and a good timekeeper

You will be able to work under my direction

You will be clean and tidy

You will be able to physically carry out the tasks within the role

**The role requires an enhanced DBS check, two references and is subject to a six month probation period.**