#### Job Description

**Hours: 12 hour shifts available to cover a rota 24/7**

**Full time and part time posts available.**

Additional hours will be offered to cover holiday and sickness for other team members

**Pay Rate:** £10.09 rising to £10.81 after successful probation period

**Purpose of Job**

I am a gentleman living independently in my own home and the purpose of this role is to provide the physical assistance I need to enable me to be as fully independent as possible. As my Personal Assistant, you must be extremely reliable and be able to work flexible hours (sometimes at short notice).

Ideally as my Personal Assistant you will have some knowledge and experience of supporting someone with Parkinson’s Disease. However even if you have this, you must still be willing to learn about the condition in terms of how it affects me personally.

As this role will involve working very closely with me, I am looking for someone who is friendly, has a sense of humour, is patient with a calm and consistent approach to the role and can judge when I am in the mood for conversation or when I need to be left to rest. There will be times when it will not be easy for me to tell you what I want doing in a shift. So, my Personal Assistant also needs to be able to get on with their job with minimal supervision and be proactive in identifying the tasks that need to be done.

I have a wide range of interests. I love all types of sport (although football remains my favourite) and I enjoy books particularly the classics (Tolstoy, Orwell, Dostoyevsky, etc.) but I am always looking for new authors to discover. I also enjoy crosswords as I am fascinated by words and sometimes need practical support to complete them (I work out the answer and you write it down). I also enjoy being out and about doing things like attending my local Parkinson’s Support Group and going to the cinema.

Punctuality is very important to me as people not arriving in my home at the time I am expecting them makes me very anxious. You must be willing to learn about your role as my Personal Assistant, be able to respect my privacy and dignity and have an understanding of my independence.

I will require support to access social and leisure activities

The role also involves giving me my medication at fixed times during the day. It is very important that I take my medication at the right time as if I do not it affects my health.

This role involves hoisting (training will be given), every day bending and lifting as well as pushing a manual wheelchair (sometimes over long distances), folding and lifting a manual wheelchair if you are supporting me to travel by car. I will also be receiving a power chair in the near future.

**Supervision**

As my Personal Assistant you will be directed by and be accountable to me and my designated family member 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 my designated family member.

It is important that you can act on initiative and be proactive as if I am in a lot of pain I can sometimes not communicate and find it difficult to be decisive.

**Main Duties**

As my needs will vary it is important that my Personal Assistant is flexible about what the task involves and agrees to undertake other reasonable personal assistance that I require.

You will keep a record of what is done on shift so that other team members can see what has been done that day or night.

All staff must provide hand overs for other team members so that they have the correct information to support me when their shift starts

**Personal Assistance**

I am not physically able to complete household tasks and require full support to eat and drink, as well as with all aspects of my personal care.

I am unable to weight bear and the tasks below you will need to do for me as I have very limited movement.

* Support to get out of bed and get dressed in the mornings
* Support to get ready for and go to bed at the end of the day
* Support with all aspects of my Personal Care
* Support to go to the toilet and manage my personal care once I have been
* Support to put on the necessary equipment that allows me to manage my toileting needs through the night
* Support with all transfers using a ceiling track hoist
* Ensure that I take my medication throughout the day at the correct times
* Apply cream to my legs as and when required
* Ensure that my meals are prepared and presented in a way that means I can eat them. Support me to eat and drink.
* It is extremely important that you always stay with me whilst I eat and drink as I am at risk of choking.
* I can slip down when sat in a chair. If this is to happen you will use the ceiling track hoist to assist my movement.
* You will enable me to transfer in and out of my wheelchair using a ceiling track hoist and in and out of vehicles as and when required.

**Domestic Duties**

* You will carry out all the domestic duties necessary that will keep my home clean, tidy and ensure that I have clean ironed clothes, bedding etc at all times. These will be listed on a task sheet.
* Making my bed daily and changing once a week or as necessary
* You will need to bring indoor shoes to change into when you are supporting me in my home and change back into your outdoor shoes if you step out of the house (i.e. the garden, taking rubbish out,etc )

**Duties outside the home**

* We will go to places of my choice including my Parkinson’s Support Group, local parks, out for a coffee, the cinema and any other places that are of interest to me
* Support to attend medical appointments when required
* When needed ensure prescriptions ordered, this will be done by my family member routinely, but you may be asked to do this in an emergency.
* When needed I may ask you to go to the shops to buy something for me.
* On a regular basis you will check that the garden is kept tidy and in good order.
* To flag any household maintenance that is required to ensure that it is addressed

Training

There are no formal qualifications needed to do this job. The tasks and assistance involved can be learned on the job by shadowing a current personal assistant or designated family member. I am the person best qualified to know what my needs are and how they are best met, so you can ask me too.

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.

You will receive training on the equipment that I use, including the ceiling track hoist. You will shadow an existing member of staff or family member for your first shifts.

There will be a probationary period of 6 months. At the end of this period we will meet with you to review the position. If your performance is satisfactory and we are happy with the situation, your continued employment will be confirmed.

The Probationary period can be extended at my discretion. During the first 4 weeks of the Probationary Period, I may terminate your employment by giving one week’s notice. During the remainder of the Probationary Period, either party can terminate employment by giving one week’s notice.

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

##### 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 willing to work under my direction and that of my family member
* No phones to be used during working hours (apart from during breaks or in an emergency)
* Have a positive attitude towards disability
* Be flexible, reliable and punctual
* Not smoke in my home/presence
* Not drink alcohol when working for me
* Have good general health and be able to push a manual wheelchair
* Be clean and tidy to my specification (could we take this out).
* 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
* Be reliable, as it is vital that you are able to arrive for your shift promptly and inform my designated family member if you are unable to work for any reason so that cover can be arranged.
* Be open-minded and be able to see things from other peoples’ perspectives and to work in a variety of situations and environments
* Take pride in your own work, which will include 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