JD K&SP/2021v3

**Job description**

**Job Title**: Personal Assistant

**About us**

We are a couple who have had an active life and need a small PA team to enable us to keep our independence and continue the things that we enjoy. We loved visiting the theatre, concerts, visiting National Trust sites or just a trip out to have fish and chips. The pandemic has meant things like this have had to stop just like they have for everyone, but we continue to keep active and enjoy fresh air every day.

Sonia enjoys talking books and walks outside. She is completely blind, so always needs a guide. She has been diagnosed with vascular dementia and has difficulty sometimes remembering things, including the layout of the house and needs some guiding at home. If you have experience or knowledge of dementia that would be good. You need to be patient and understanding to support Sonia with the things she finds difficult to remember and do.

Keith has a keen interest in world politics and the environment. Sharing these interests and a love of gardening would be wonderful for some really good conversations. He has some IT knowledge, but wants to keep up with e-mails and maybe even learn more about IT. PA’s who can support with this would be great. Keith has arthritis so has a wheelchair in the house, a stairlift and handrails to support mobility. He needs some support to enable him to use the garden and to access his scooter. He is trying to regain some walking experience to rebuild his strength and would need some support with this exercise.

Our daughter, Johanna is a regular visitor to our home and helps with our care and is part of our support team.

**What we need**

You will be joining a team which includes our existing PA who has been with us for the last 8 years. She has worked full time for us, five days a week and will be continuing on a part time basis for three days per week. We also have a PA who covers the weekend hours. Our existing PA has helped us to develop an effective daily routine, during the week. We need a team who can be flexible to make sure our support works well. We need people who can strike the right balance between taking the initiative, but not taking over. We can guide you as to the support we need. Having good values, communication skills, patience, a caring nature and a good sense of humour are all essential. Above all we need people who will respect our autonomy and provide support that enable us to maintain our independence.

**Job Description**

We have a daily routine which our existing PA has planned and which works well for us and provides a structure to our day. Your role would be to support us in following the routine and would involve you in the following tasks.

**Morning Session**

To help Sonia to have a bath and get dressed. To prepare breakfast and drinks for Keith and Sonia. To support us in taking medication. To guide our chair- based exercise routine. To support both of us to go for a morning walk and to have a coffee outside. To prepare and serve a light lunch. To wash up the dishes and clean the surfaces. To help Sonia to go upstairs for a nap after lunch.

**Afternoon Session**

To go out with us for a walk or visit a park or event as appropriate. To support us in an afternoon activity. To prepare and serve an evening meal and drinks. To wash up and tidy the kitchen. To assist Sonia to bed.

**Household tasks**

Our current PA has previously been responsible for carrying out a range of household tasks such as hoovering, shopping, cleaning the kitchen and the bathroom, changing the beds, washing clothes, ironing and tidying. This work would be shared between the PA’s with each having responsibility for some areas of household work.

**Person Specification**

* Possible knowledge or experience of dementia.
* Be able to take the initiative.
* Be a good communicator.
* Be confident (or willing to learn) how to guide someone who has a visual impairment.
* Have a good understanding of how to support us to maintain our independence.
* Enjoy cooking.
* Enjoy getting out and about.
* Have a good sense of humour.
* You must not smoke when you are in our home.
* You must not drink alcohol when you are with us or in our home.
* Be confidential in your work and understand the importance of this.
* Respect our privacy and that of our family and friends.
* Be patient when doing repeated tasks.
* Be reliable and trustworthy.
* Be a good timekeeper.
* Be able to accept responsibility and work on your own initiative.
* Be flexible.
* Be clean and tidy to our specification.
* Be able to respond appropriately in an emergency.