Personal Assistant Job Description

About me

I am a disabled woman who has a full and active life and I need a Personal Assistant to support me to do a range of activities how I choose.

**Job description**

Your tasks would include taking me to a group activity (lockdowns permitting). We may visit a café in town and spend some time tidying around the house and perhaps cook a meal together. Some experience with eating disorders and mental health difficulties would be advantageous.

**You need to be:**

* Punctual & good at time keeping
* Quiet: gently & softly spoken
* Patient: slow & not in a rush
* Willing to learn and alter approach as appropriate
* Content with silence (don’t feel the need to talk all the time)
* Intuitive: able to notice subtle changes in behaviour
* Able to use own initiative, don’t need directing what to do all the time, have some level of confidence.
* Good at problem solving issues and areas of difficulties
* Confident: can advocate for the employer when needed
* Reliable & committed to your work
* Cheerful & positive
* Professional & respectful
* Able to follow instructions
* An excellent listener
* Driver with own car and clean driving licence

**Tasks will include giving support with the following activities:**

* Cooking and baking
* Accompanying to a range of activities in the community
* Accompanying to medical appointments
* Going out for coffee & socialising