**Job Description**

**Job Title** Personal Assistant

**About me**

People tell me that I am very bubbly and always smiling! I love to be young at heart and keep busy, active and make a difference for others. I have an acquired brain injury, so need a Personal Assistant to support me to do this.

**What I need**

You will be joining my present team who support me to lead an active and independent life. I will be your employer, so I need you to follow my guidance on how best to support me, but also have a good understanding on when I need you to take your own initiative.

I love getting out and about, meeting people and getting involved in my community so I can make a difference for others and have fun doing it! You may need to drive me to the places that I want to go to, but we can use my vehicle to do this.

I need people who can work with me in every aspect of life, from keeping my home, cooking meals, support with emails and administration. I need some support with personal care too, but I can guide you on what to do.

**What are the important things I need from my PA?**

* Punctual & good at time keeping
* Able to use own initiative
* Dog lover
* Good at problem solving issues and areas of difficulties
* Be reliable, committed, positive, cheerful, professional, trustworthy and respectful
* Have a great sense of humour
* Professional & respectful
* Able to follow instructions
* An excellent listener
* Car driver with clean licence (I have a motability car)
* Be happy and able to take and follow instructions
* Be prepared to use PPE in my home and when out and about
* Be someone who enjoys cooking
* Be someone who enjoys getting out and about
* Be willing not to smoke when you are with me or in my home
* Be willing not to drink alcohol when you are with me or in my home
* Have a good understanding and acceptance of confidentiality in your work.
* Respect my privacy and that of my family and friends.
* Be able to accept responsibility and work on your own initiative
* Be flexible
* Be able to respond appropriately in an emergency