**Job Description**

**Job Title** Female Personal Assistant

**Hours** 16 hours per week on average across the year to be used flexibly (there may be some variation in weekly hours but the average across the year will be 16 hours per week) as part of the following shift pattern (although shifts may be subject to change depending on need);

Mon- Fri - 7.00-18.30, 21.00-22.30 (split shift)

Sat – Sun - 9-14.30, 16.30-18.30, 21.00-22.30 (Split shift)

Overtime will be offered to cover holiday and sickness of other team members

**Rates of Pay** £10 an hour

**Location:** Fenham

**Purpose of Job**

As I have a physical disability, I need assistance with all aspects of daily living. I currently live independently with my boyfriend and two cats. I work up to 5 days a week as a professional counsellor. I have my own private practice and work from home.

As my Personal Assistant, it is important that you form a good open and honest relationship with me where we effectively communicate. It is important for you to show empathy and understanding of the daily challenges I face. My PA needs to enable me to be as fully independent as possible. I am looking for someone friendly, honest, trustworthy, reliable, and easy to be around. You must be extremely reliable and be able to work flexible hours (sometimes at short notice) to always ensure my safety.

You must be willing to learn about your role as my assistant, be able to respect my privacy and dignity, understand and learn my preferences and support my choices. I will require support to work, running my home, leisure activities, assistance with personal care tasks, mobility, and transfers. You must be able to always maintain confidentiality, in all areas of your work. It is important you are in good general health to perform this role.

**Supervision**

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

**Main Duties**

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

**Personal Assistance**

* Assist me to get in and out of bed.
* You will then assist me with washing, toileting, and dressing.
* Assistance with all transfers using a hoist.
* You will assist me into my wheelchair.
* Assist me using my NIPPY (cough assist machine) to promote my wellbeing and health. This helps to maintain my breathing and helps prevents respiratory problems.

**Domestic Tasks**

* You will help me to prepare my meals and drinks and support me to eat if required.
* Making and changing my bed.
* Domestic duties including, washing, ironing and general housework.
* Assistance with shopping.
* Help look after my cats.
* Assistance with ordering medication and medical supplies etc.

**Social Activities and additional needs**

* You may be required to drive my adapted manual vehicle and a full clean driving license is desirable but not essential.
* You will assist me with transfers in and out of the vehicle ensuring my wheelchair is secure and all seatbelts are on.
* We will go to places of my choice including places of work, taking me to appointments, shopping and taking me to meet friends or family.
* Assist me at work helping me set up my work space.

**Training**

There are no formal qualifications needed to do this job. For the most part of the tasks and assistance involved can be learned through us working together. I am the person best qualified to know what my needs are and how they are best met.

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.

There will be a probationary period of 3 months. At the end of this period I will meet with you to review the position. If your performance is satisfactory and we are both 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 months’ notice. During the remainder of the probationary period, either party can terminate employment by giving one months’ notice.

These posts are subject to satisfactory Enhanced Disclosure and Barring service checks (was CRB) and references, which will be taken up only if you are offered a post.

**Additional Criteria to work with me**

* To be able to work as part of a team of Personal Assistants who work a combination of mornings, afternoons, and evenings during the week, either in my home or accompanying me out in the community or at work.
* Be reliable, as it is vital that you can arrive for your shift promptly and inform me if you are unable to work for any reason so that I can arrange cover.
* Be patient and provide a calm and consistent approach.
* 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, reliability, and perseverance.
* Be self-motivated and can 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.
* It is vital you can maintain a cheerful demeanour, even when tired or fed up!
* You must be comfortable around my cats.
* Be able to commit yourself to at least one month’s notice before leaving the job, except in extreme circumstances.

**Person Specification**

To be my Personal Assistant you should:

* Have some experience of working with disabled children or adults (desirable but not essential)
* Have experience of working one-to-one with clients or with them in their own homes (desirable but not essential)
* Be willing to work under my direction
* Have a positive attitude towards disability
* Be flexible, reliable and punctual
* Be a non-smoker
* Not drink alcohol when working for me
* Have good general health
* Be clean and tidy to my specification
* Be able to work in different settings
* Keep information gained in the course of your employment confidential especially around the work that I do
* 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 empathetic and show an understanding of your care role
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills
* Be sociable, friendly and enthusiastic
* Must be willing to drive my adapted vehicle (desirable but not essential)
* Have a full clean driving licence (desirable but not essential)