Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Heworth, York

# Hours of work: Up to 6 hours per week

# Rate of pay: £10.50

# Job purpose:

To support me with a variety of practical tasks, provide reassurance and help build confidence. Support to attend activities and leisure interests.

# About the employer:

I am a lady in my mid 40’s. I have an interest in health and fitness. Particularly walking, gym, swimming, and cycling. I enjoy cooking and like to prepare fresh and healthy food.

In the past I have taken part in clay pigeon shooting, horse riding.

I also enjoy visiting places such as the clothes exchange in Leeds.

**About the role:**

It is important to me that the role is approached from an adaptable and flexible viewpoint. Some days I may require more support than others.

It is important that you can work with me and not do things for me.

You will be calm and encouraging with the ability to read situations where I may be feeling overwhelmed.

You will be able to break down tasks into small simple instructions.

The role is very much about doing things together. I do not require a carer or someone to do things for me.

# Main duties:

These duties will vary. It is important to me that we have a chat at the beginning of each session so you can see how I am feeling, and we can plan what we are going to do.

**Social duties**

Support may be required in the following situations:

* Attend and take part in hobbies such as gym, swimming, cycling.
* Attend social events such as music gigs or the cinema.
* Travel further afield to places such as Leeds clothes exchange
* Shopping
* Enabling me to carry out my interests such as making soaps, body creams.

**Domestic duties**:

* Support with grocery shopping, cooking, and preparing nutritious meals and snacks,
* cleaning, changing linen, laundry, ironing, and gardening.
* Support in household admin tasks

**Personal Care:**

* If I am feeling particularly unwell prompting/encouraging may be needed.

# Type of person that I am looking for:

**Values:**

* Honest
* Reliable
* Punctual
* Non-judgemental
* Ability to build good relationships based on trust and respect.
* Flexible and adaptable
* Easy going
* Positive
* Willingness to travel
* Understands equality and diversity.
* Good sense of humour.
* Ability to maintain confidentiality.

**Specific requirements**

* An understanding on how autism affects girls/women or a willingness to learn.
* Good communicator
* Ability to break tasks down simply
* Be able to work on initiative
* Ideally you will be someone with an interest in health and fitness, possibly enjoy cycling.
* Due to the nature of this role including personal care I am looking for a Female PA

# What you can expect to receive:

5.6 week holidays pro rata per year, competitive rate of pay, flexible working and work place pension.