Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Acomb,York

# Hours of work: 4 hours per week plus additional to cover staff absence and holidays.

# Rate of pay: £9.50 per hour

# Job purpose:

To assist with a variety of tasks which will enable/assist me in all aspects of daily living.

You will act as my sighted guide outside of my home and provide practical support within the home.

# About the employer:

I am a 50 year old wife and mother.

I enjoy going out to the shops, watching soaps and enjoy a trip to the coast in the Summer. I like spend time reading braille or listening to audio books.

My husband, 16 year old daughter and I are all severely sight impaired. We have a small team of PA’s who support us as a family.

I have some mobility problems and can only walk for a short time, then need to rest in a wheelchair when out and about. You would be mainly working with me but there may be times if my husband or daughter have an appointment etc you would help them too.

We have 2 cats, and my husband has a guide dog.

# Main duties:

**Domestic Duties**

* Support with laundry
* Support with housework, hoover, polish, cleaning bathroom, kitchen etc
* Chop, prepare food and meals
* Pick up Prescriptions
* Support to clean up after animals if needed

**Social Duties**

* Accompany me to the shops
* Accompany me to social activities
* Go food shopping with or without me
* Support me to go clothes shopping, act as my sighted guide and describe items.

**Other Duties**

* Read and help respond to mail if needed
* Assist me reading or doing things on the computer
* Support me to attend any appointments
* Support me to encourage my daughter to go out and when needed support my daughter
* Physical support to guide me when walking, ensure I can rest in my wheelchair if needed
* Push my manual or power assisted wheelchair

These duties may vary from day to day, and it is important that you have a flexible approach to your work.

# 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, adaptable, easy going, able to work alone, positive, willingness to travel, understand equality and diversity, a good sense of humour.

**Specific requirements**

* Good communication
* Ability to describe situations, items and places

**Skills, qualifications and experience**

**Essential**:

* Physically able to carry out the role, including being able to push a manual wheelchair
* Ability to take direction
* Be able to understand and follow instructions
* Good clear communication
* Have a positive attitude to disability and inclusion

**Preferred**:

* Experience of providing support whether formally or informally

# What you can expect to receive:

Working within a friendly family household

5.6 weeks annual leave

Access to a work based pension