## Job description and person specification

Job title: Female Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Blaydon, Gateshead

# Hours of work:

Hours available are as follows and to be split between 2-3 posts.

# Mon 9.30am - 3.00pm

# Tue 9.30am - 3.00pm Night shift 10.00pm -7.00am

# Wed 9.30am - 3.30pm Night Shift 10.00pm -7.00am

# Thu 9.30am - 3.00pm Night shift 10.00pm - 7.00am

# Fri 9.30am - 3.00pm

# Rate of pay: £9.74

# Job purpose:

To assist me in all aspects of my daily living, to provide a high standard of care and support, working as part of a team of PAs.

# About Me:

I have a really big personality and love to have a good chat and laugh. I have a close family, I live with my husband, three children, and two dalmations.

I enjoy watching TV/DVD’s and listening to music. I have a creative nature and enjoy arts and crafts. I enjoy creating and making cards for all occasions.

In the kitchen I very much like to be involved with the family meals, and the preparation of them.

In the summer months I love to be in the garden for a spot of sunbathing or going for walks along the river using either my manual or electric wheelchair.

In August 2016 I had a stroke and the road to recovery has been a slow process.

**Main duties:**

**Social duties**

* Accompanying me and supporting me to any activity of my choosing
* Enabling me to get out and about in my local area or further afield
* Enabling me to stay in touch with friends and family

**Personal care**

* Support with all aspects of my personal care, including toileting, shower, bathing and getting dressed
* Assist with all my transfers, these are done via a hoist
* Prompting and supporting with the taking of my daily medication
* Ensuring my safety whilst using my jet bath
* Follow my care and support plan

**Domestic duties**

* To assist me with all my household tasks
* Meal preparation
* Laundry
* Changing my bed
* Keeping my area clean and tidy

**Other Duties**

* Record Medication given on my MARS chart
* Provide written information to handover to other team members
* Work alongside the rest of my PA team and my husband to ensure high quality of care and support is provided

# What you can expect to receive:

* 5.6 weeks annual leave
* Access to workplace pension

# Type of person that we are looking for:

* **Values**

You will be honest, reliable, punctual, non-judgemental, can build good relationships based on trust and respect, flexible, adaptable, easy going, able to work alone, positive, understand equality and diversity, have a good sense of humour.

# Skills, qualifications and experience

**Essential**:

* Previous experience working in a health or social care setting
* NVQ 2 in health and social care
* Good record keeping
* Good communication
* Understand the importance of confidentiality in your work
* Able to work as part of a team as well as on your own initiative
* Due to the nature of this role including personal care we will be considering female applicants only.

**Preferred**:

* Hold a clean driving licence and be willing to drive my motability car