**Job Description**

**Job Title:** Female Personal Assistant

**Rate of Pay:** £10.50

**Hours:** Up to 28 hours per week with additional hours available to cover other PAs.

Hours to be discussed at interviews.

**Area:** Heworth, York

**About me**

I am a warm friendly lady in my mid 30’s. I am a musician, play guitar when I can. I record my own music. I have a special interest in recording death metal and film music.

My hobbies include taking care of many tropical plants in my home.

I love being by the sea.

I am passionate about equality, inclusion, and disability issues.

My support needs arise from a complex neurological condition, I use a wheelchair to get around and have limited use of my arms and hands.

**Main duties**

You will be joining my present PA in supporting me to lead an active and independent life.

I will give you guidance on how best to support me. It is important that you build up a good understanding on when I need you to take your own initiative.

The duties will vary from day to day but will include

**Personal care**

* Support to shower/bath
* Support to get dressed
* Support to help me move from my bed to wheelchair

**Domestic support**

* Support with preparing and cooking meals
* Housework
* Laundry
* Changing beds
* Shopping
* Household admin

**Social**

* Just like everyone’s life, every day is different, but you will accompany me to a range of activities and provide the support that I may need.
* You will need to be a car driver with access to a car you can use for work.

**Values I am looking for**

* Be committed to the rights and independence of disabled people
* Respect me as an employer
* Be prepared to learn
* Follow instructions
* Not have an attitude of taking over
* Be reliable, committed, cheerful, professional, trustworthy and respectful
* Have a calm and patient manner
* Have a great sense of humour
* Be happy and able to take and follow instructions
* Be an excellent listener and able to use your initiative
* Be prepared to use PPE in my home and when out and about
* Be someone who enjoys cooking, I am a vegan
* 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 of my life and that of family and friends
* Be a good timekeeper
* Be able to work at short notice
* Be able to accept responsibility and work on your own initiative
* Be flexible
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency
* Not be someone who asks uncomfortable questions