## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Heaton, Newcastle upon Tyne

# Hours of work:

9 hours per week over 2 afternoons 4.5 hour shifts (Tuesday/Wednesday or Thursday)

# Rate of pay: £9.50 per hour

# Job purpose:

To assist with a variety of tasks which will enable/assist the person who needs care and support to live their personal and social life according to their wishes and interests.

# About the individual:

I am a 48 year old man who loves music, I enjoy collecting LPs of many different genres. I play the guitar and years ago I used to be in a band. I have a degree in electronic engineering. I have a long term mental health condition which means I need support to motivate me to get out and about to do the activites I enjoy and also I need support within the home with domestic tasks. I would like my PA to support me to go out for or a coffee, to buy a music magazine and to do grocery shopping. Sometimes I prefer my PA to support me in the house listening to and talking about music. I also require them to do some light housework such as dusting, vacuuming, helping with the washing up, wiping down the kitchen and bathroom etc and supporting me to put my washing in the washing machine.

# Main duties:

**Social duties**

* Going out for coffee or other places I would like to go.
* Support with hobbies such as listening to music, playing the guitar
* Chatting with me about my hobbies and interests
* attend social events such as music gigs or the cinema

**Domestic duties**,

* Washing dishes
* Wipe down kitchen surfaces
* Emptying bins
* General cleaning of flat
* Encouraging Keith to do his laundry
* Grocery shopping
* Cooking and serving nutritious meals and snacks

These duties may vary from day-to-day.

# Type of person that you/they are looking for:

We are looking for someone who is positive, honest, reliable, and non-judgemental with a sense of humour. We want a person who has an ability to build good relationships based on trust and respect and understands equality and diversity. We need someone who is punctual, flexible, adaptable, easy going and able to work alone,

# Skills, qualifications and experience

**Essential**:

* An interest in music
* A good listener
* Confidentiality
* good at building relationships
* good at motivating others

**Preferred**:

* Car owner driver with appropriate insurance