**JOB DESCRIPTION**

**Job Title** FemalePersonal Assistant

**Area:** Jesmond

**Permanent position**: Full time or job share

**Full time**: 35 hours plus 2-3 sleepovers

or

**Job share**: 1 post x 15 hours plus 1-2 sleepovers

1 post x 20 hours plus 1-2 sleepovers

There are morning, afternoon and evening shifts consisting of 5 hours each. The evening shifts always come with the sleepover and sometimes two shifts are consecutive for example 08.00 till 18.00 or 13.00 till 23.00 plus a sleepover.

**Wage**:        £10.30 per hour £74.00 per sleepover

The exact hours are flexible to be agreed to fit into an existing 24/7 rota.

There is a morning, afternoon and evening shift consisting of 5 hours each. The evening shifts always come with the sleepover and sometimes two shifts are consecutive for example 08.00 till 18.00 or 13.00 till 23.00 plus a sleepover.

In addition to the above hours there will be the possibility of extra hours.

**Purpose of the job**

As a disabled person I require assistance with all aspects of daily living. I live independently and therefore employ a team of PAs to provide 24hr assistance.

As my Personal Assistant your job will be to provide the assistance I need to enable me to be as fully independent as possible.

A female assistant is paramount.

**Essential skills and attributes**

Although there are no formal qualifications required for this role, you must have the following skills and attributes:

You are an excellent timekeeper, punctual and extremely reliable. As I live independently, it is vital that you arrive for your shifts promptly and inform me ASAP if you are unable to work for any reason.

You are adaptable and able to work flexible hours on a rota (sometimes at short notice when another Personal Assistant is off sick).

You have a mature attitude are willing to learn about your role as my assistant; be able to respect my privacy and dignity. You must have a mature attitude and an understanding into the lived experience of disability.

You have excellent listening skills and respond appropriately to instructions and requests. I am capable of making decisions and it is vital that you always check and communicate with me before carrying out tasks.

You are able to develop strong verbal and written communication skills with myself. My speech can sometimes be a little unclear. Sometimes people who don’t know me have difficulty clearly understanding what I am saying therefore you will be required to give some appropriate assistance.

You are respectful of my needs and the way in which I do things; we all have different ways of doing things and there is no right or wrong way. Your workplace is my home, therefore respect of both surroundings and aware of my personal space is a necessity.

You are patient with a calm and consistent approach.

You are open minded with the ability to see things from other people’s perspectives and to work in a variety of situations and environments.

You are conscientious and take pride in your work.

You have good general health; you will be required to carry out general lifting tasks (e.g. shopping bags). I also require minimal moving and handling assistance (e.g. assistance to rise from a low chair, or support to steady myself when walking on uneven ground). You must also be able to lift my lightweight wheelchair in and out of the car.

You are a dog lover (or at least be comfortable with them!) I have two dogs and I need assistance with feeding, walking and grooming them.

You are discreet and able to maintain confidentiality at all times, in all areas of your work. You keep personal matters out of the workplace and are mindful that you are working in my home.

You are self-motivated and have a positive attitude; I spend the majority of my time in the company of my assistants therefore it is vital you are able to maintain a cheerful demeanour and a sense of humour!

**Main Duties**

As my Personal Assistant you will be expected to do the following tasks. Some tasks are daily, others as and when required:

Personal Assistance:

Personal care and all aspects of personal grooming

Domestic duties, including, washing, ironing and general housework

Food preparation and on occasion assistance with eating and drinking

Helping to prepare medication

Shopping

Household management including using a computer

Light gardening

Swimming

Driver preferred: if you are a driver, you must be confident in driving a large people carrier and be willing to undergo training in using the wheelchair ramp to get my power chair in and out of the car.

Social Activities

You will be required to help me with a variety of social activities including meeting friends, however it is important you respect those relationships as my own.

I may need additional support when out and about such as assistance with eating. When out, I may need you to support me when I am walking and help me up and down any steps.

All of these tasks will be directed by myself. Once confident and trained you will be entrusted to carry out the tasks without supervision but will still be instructed when to do so.

This is not an exhaustive list of duties and responsibilities. As my needs will vary it is important that the Personal Assistant is flexible about what the task involves and agrees to undertake other reasonable personal assistance that I require.

**Rota**

A combination of mornings, afternoons and evenings during the week and at weekends working in my home or accompanying me out in the community or work.

Prompt arrival at an agreed time is essential.

**Training**

There is no specific qualification needed for this job. For the most part the tasks and assistance involved can be learned through the Personal Assistant and myself working together. I am the person best qualified to know what my needs are and how they are best met.

**Supervision**

As my Personal Assistant you will be directed by and be accountable to me in all aspects of your work. You should also ask what my needs are and listen to my directions and requests.

**Dress code**

You should wear comfortable and practical clothes for work – smart but casual. Jeans or leggings are ideal!

**Food**

Coffee and tea will be provided but please bring your own food and snacks. No alcohol to be consumed on the premises or during working hours.

**Mobile Phones**

Mobile Phones should be on silent. Please ask my permission to use your phone if you are waiting for an important phone call. Please feel free to use your phone for texting in your breaks!

**Conditions of Employment**

You will be employed by myself.

You will be managed by myself and all personnel issues will be negotiated through myself.

The contract allows for 5.6 weeks paid leave pro rata (one week to be taken when I am on holiday) and two weeks paid sick leave pro rata per annum.

You will receive initial training by myself.

You will provide weekly timesheets to me and be paid monthly directly into your account.

You will undertake a six-month probationary period after which you will be required to give a minimum of two months’ notice to leave the position.