## Job Description and Person Specification

Job title: Female Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Filey

# Hours of work: 16 hours per week plus additional hours to cover holidays/sickness 12-9 Wednesday and 11-6 Saturday

This role is initially for a period of 3 months with further work available to cover the rest of the team during holiday and sickness. Immediate start available.

# Rate of pay: £9.32

# Job purpose:

To assist with a variety of tasks/activities which will enable me to develop and maintain my independence as well as enabling me to take part in a variety of activities of my choosing.

# About the employer:

I am a lady in my early 30’s. I live independently within my family home with support from a well-established PA team and my family. I love music, singing, and socialising. I can be very quiet until I am comfortable with a person. I am described as having a wicked sense of humour.

I enjoy filming and making videos, love doing a bit of baking and going out for coffee with friends.

I need support in all aspects of my daily living, My support needs arise due to quadriplegia, partial sight loss and epilepsy.

I use a wheelchair to get around and the use of a hoist is essential.

The role is very much a supporter and befriender role so it is important that we can get along and build a good rapport.

Full training will be provided in all aspects of my care and support.

# Main duties:

You will work with me and under my direction to plan each shift.

Tasks will include the following:

**Personal care**

* Provide support with all aspects of personal care including:
* Change of continence pads
* Support in showering/bathing
* Dressing
* Support with eating
* Provide constant high level of supervision whilst eating and drinking
* Providing support with my evening routine
* At times to provide medication via my gastrostomy tube (full training will be given)

**Social duties may include:**

* Accompany me to activities of my choosing
* Enable me to keep in touch and socialise with friends
* Accompany me to medical appointments
* Accompany me out for coffee, drives in the car, and anything else I may want to do.
* Accompany me to music events, theatre.

**Domestic duties**:

* Keep my living area to a clean and tidy standard
* Meal preparation
* Support with shopping
* Washing
* Changing bedding

**Other Duties:**

* I live in a self contained part of the family home which also includes a small pool. Part of the role will involve enabling me to get into the pool and supervising me. The pool is important to maintain the health of my joints and ligaments and prevent contractures. There is use of a hoist at the pool side.

These duties may vary from day-to-day.

# Type of person that we are looking for:

**Values**

* Honest
* Reliable
* Punctual
* Non-judgemental
* Ability to build good relationships based on trust and respect.
* Flexible and adaptable
* Patient
* Positive
* Confident
* Calm
* Understands equality and diversity.
* Good sense of humour.
* Ability to maintain confidentiality.

**Specific requirements**:

* It will be an advantage in the role if you have had experience supporting someone with epilepsy but it is not essential as full training will be given. It is essential that you are willing and able to complete the training.
* You will be willing and able to be trained in the use of a hoist and all aspects of my care and support
* Due to the nature of this role we are looking for a Female applicants only.
* It is essential that you drive and are confident to drive my wheelchair accessible vehicle
* An enhanced DBS will be required for this role, paid for by the employer.

# What you can expect to receive:

* 5.6 weeks annual leave pro rata.
* Access to workplace pension scheme
* Full training