Job: Personal Assistant

Hours: 15 hours per week

Rate: £11.39 per hour

The ideal person will have a positive attitude and a good sense of humor. They will need to be energetic and enthusiastic, and patient and flexible, with an empathic understanding of the nature of the support I require. Trustworthiness and explicit confidentiality regarding both myself and my family are essential. This role is to enable me to maximize my independence and my quality of life.

# About the employer:

I am an educated, and well-travelled woman in her 50’s who has a complex and degenerative medical condition known as Ehlers-Danlos Syndrome (an invisible illness). As a result of this and several co-morbidities, I am registered disabled, use orthopedic supports and walking aids, make use of a wheelchair (electric and manual as required) and have access to priority parking via the Blue Badge scheme.

# The Role – Personal Assistant:

The role is available for 15 hrs. per week on a rolling and flexible basis to maximize my quality of life and maintain my independence.

It will suit a person with an enabling approach who is equally comfortable supporting me in outdoor activities like indoor and domestic settings, enabling me to achieve and exceed my personal goals.

* Personal care and support
  + Support me with personal care.
  + Support me in dealing with medical matters as they arise.
  + Facilitate my attendance at medical appointments.
  + Preserve my dignity in all matters.
  + Support me in maintaining my independence and lifestyle.
  + Be proactive and communicate any ideas that could enhance my day-to-day living.
  + Respect privacy and confidentiality for myself and my family.
  + Accompany me on social/recreational outings.
* Domestic Support
  + Assist with preparing food and cooking.
  + Assist in maintaining the domestic environment to the required standard and proactively addressing potentially problematic health, safety, and hygiene standards.
  + Help with administrative tasks.
  + Help with the care of my cat.
  + Accompany me on shopping trips.
* Person Specification
  + You must be honest, motivated, conscientious, and reliable.
  + You must be active and fun-loving with a good sense of humour.
  + You will need to establish a close working relationship on a one-to-one basis, with a friendly and caring approach, a can-do attitude, and have the ability to as well as being able to access issues/risks.
  + You will be able to discuss and resolve problems as they arise.
  + You will keep a professional approach and can remain calm under pressure.
  + You will respect my possessions and equipment and gain consent to use the telephone, television, etc.
  + You will have the ability to work to health and safety guidelines and use your initiative
  + You will undertake any duties which may reasonably be requested and fall within the scope and responsibility of the role.
  + You must take an enabling approach to support working and encourage me to make my own decisions while helping me to assess the risk.
  + You will be willing to undertake any relevant training and development.
  + You will understand that my needs may vary daily, and therefore, duties and tasks could alter accordingly.
  + You will be able to work flexible hours with adequate notice.

Due to the nature of the role, you will need to have business insurance for your vehicle. Mileage allowance is payable for eligible journeys.

# Work Schedule:

Monday, Wednesday and Friday between 10 am and 3 pm - Hours to suit both.