## Job description and person specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Selby, North Yorkshire

# Hours of work: 25 hours per week plus holiday and sickness cover Hours to be split between two posts.

Hours to be discussed at interview and can have some flexibility. Currently though there is the need for an hour each evening between 9:30pm-10:30pm.

# Rate of pay: £9.32

# Job purpose:

You will provide quality person centred care and support to a lady living independently in her own home. You will provide support to ensure she maintains and even gains some independence. Encouraging and helping her with a regular exercise programme to maintain mobility. Practical help will be required in aspects of daily living. Encouragement, and support to socialise is also an important aspect of this role.

# About the Person:

Margaret enjoys watching the soaps, gameshows and she enjoys music. She had a great love of cooking, and it would be lovely if this could be encouraged with PAs assisting her to prepare food again in her kitchen. Independence is extremely important to Margaret, and it is important that you have an attitude of supporting and enabling, encouraging Margaret to do things rather than doing everything for her.

Margaret has a love for shopping, she enjoys a trip into town for a spot of clothes shopping. Part of the role will be to support Margaret in this.

Margaret is very sociable, loves to have a chat and go out for breakfast or lunch.

Margaret has Parkinson’s and an awareness of this is important in the role and the willingness to learn about strategies to manage the condition.

# Main duties:

You will assist Margaret with the following activities.

* Administering medication
* Meal preparation, breakfast lunch and evening meals.
* Evening bedtime routine (9:30-10:30pm)
* Assistance with morning shower 3-4 mornings per week
* Encourage and support to ensure Margaret carries out her daily exercise routine as provided by her physiotherapist.
* Accompany Margaret out to places of her choosing this could be to a café, clothes shopping or other activity.
* Support with shopping

These duties may vary from day-to-day.

# What you can expect to receive:

* Training on exercise programme that Margaret follows.
* 5.6 weeks annual leave.
* Permanent contract .

**Person Specification**

# Skills, qualifications and experience:

**Essential**:

For this role you will need to have

* A driving licence and access to a car that you can use for work which is suitable to put a manual wheelchair in.
* The ability to build a good rapport with the person you are supporting.
* The ability to effectively communicate.
* The ability to follow instructions and work on initiative.
* Understand the importance of confidentiality.
* The understanding of the importance of person-centred support
* The ability to encourage.

**Preferred**: list the desirable skills, qualifications, and experience that you would like your personal assistant to have, for example:

* Some previous experience of working alongside someone in their home.

There will be a six month probation period and all job offers are subject to an enhanced DBS check and two references.