**Job Description**

**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. All personnel issues will be negotiated through me.

**Main Duties**

**Personal Assistance**

* Assistance with showering
* Assistance with dressing
* Assistance with all transfers using a stand aid.
* You will assist me into my wheelchair/bed/chair

**Domestic Tasks**

* Making and changing my bed.
* Domestic duties including, washing, ironing and general housework.
* Assistance with shopping.

**Social Activities and additional needs**

* We will go to places of my choice.

**Training**

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

Where it is required, such as in Health and Safety matters, practical training and guidance will be arranged and the personal assistant will be expected to attend.

There will be a probationary period of 6 months. At the end of this period I will meet with you to review the position. If your performance is satisfactory and we are both are happy with the situation, your continued employment will be confirmed.

The Probationary period can be extended at my discretion. During the first 4 weeks of the Probationary Period, I may terminate your employment by giving one week’s notice. During the remainder of the Probationary Period, either party can terminate employment by giving one week’s notice.

These posts are subject to satisfactory Enhanced CRB checks and references, which will be taken up only if you are offered a post.

**Additional Criteria to work with me**

* To be able to work as part of a team of Personal Assistants
* Be reliable, as it is vital that you are able to arrive for your shift promptly and inform me if you are unable to work for any reason so that I can arrange cover.
* Be patient and provide a calm and consistent approach.
* Be open-minded and be able to see things from other peoples’ perspectives and to work in a variety of situations and environments.
* Take pride in your own work, which will include good timekeeping and perseverance.
* Be self-motivated and have the ability to take a proactive role when required.
* Have a sense of humour and a mature attitude to your work, with the ability to maintain individuality whilst following appropriate care routines.
* 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, even when tired or fed up!
* You must be comfortable around my family cat.
* Be able to commit yourself to at least one month’s notice before leaving the job, except in extreme circumstances.

**Person Specification**

To be my Personal Assistant you should:

* Be willing to work under my direction
* Have a positive attitude towards disability
* Be flexible, reliable and punctual
* Not smoke in my home/presence
* Not drink alcohol when working for me
* Have good general health
* Be clean and tidy to my specification
* Be able to work in different settings
* Keep information gained in the course of your employment confidential
* Respect my privacy and dignity and that of my family and friends
* Not discuss my household and domestic circumstances with others, other than with my specific permission
* Be able to accept responsibility and work on your own initiative
* Be patient when doing repeated tasks
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills
* Be sociable and enthusiastic
* Must be willing to drive my adapted vehicle