**Job Description**

**Job Title:** Personal Assistant

# Hours: 3 Hours per week – will be opportunities for additional hours to cover sickness and holidays - 3 hours a day, 13:15 -16:15 or 13:30-16:30

**Rates of Pay:** £10.42 per hour

**Area:** York

**Purpose of Job**

The main purpose is to provide social interactions with Jimmy and assist with meal preparations and some personal care on occasions.

The role is to support Jimmy when his live in Carer is on their daily break.

**About the individual**

My name is Jimmy, and I am a 40-year-old male.

My interests are WW1, WW2 and Military, Wildlife, Aliens.

I have a good sense of humour and enjoy getting to know people and enjoy a good banter.

**Main duties**

* Providing social interactions.
* Helping with meal and drink preparation
* Supporting and helping with health care needs, including routine checks.
* Working with other healthcare professionals to ensure that all care needs meet the highest possible standards.
* General household duties

**Person Specification**

**Essential**

* Excellent communication skills
* Be willing to work under my direction and that of my family member and my live in carers
* Have a positive attitude towards disability
* Be flexible, reliable, and punctual
* 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 a sense of humour and a mature attitude to your work, with the ability to maintain individuality whilst following appropriate care routines

**Preferred**

* Have experience of working one-to-one with clients or with them in their own homes.