## Job Description and Person Specification

Job title: Female Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: University of York Campus West

# Hours of work: Part time hours weekends

# Rate of pay: £10.42 per hour

# Job purpose:

To assist with a variety of tasks to enable the employer/person to live their personal and social life according to their wishes and interests.

# About the employer:

I am a 23 year old masters student, I am studying film and television production with producing. I am living independently in post-graduate halls of residence. In my spare time I enjoy writing and watching films. I also enjoy going out to the cinema and for food and drink with friends. As I like to travel there may be an opportunity to accompany me on trips around the UK. I have a physical disability and I am a full-time wheelchair user with limited mobility.

I am looking for outgoing, passionate people to help me lead the same life as any able-bodied student would, as far as possible. You don’t need to have any specific medical or care experience as full training will be provided, it is more important that you are comfortable with accompanying me in social situations, if necessary. The best way to learn the tasks involved is by listening and asking for guidance where necessary. Most challenges can be resolved by co-operation and open communication. I am looking for someone who can work under my direction, be person centred and not assume what they think I need.

# Main duties:

**Social duties**:

* Support to attend medical appointments
* To occasionally accompany me to social events

**Personal care**:

* Support with transfers (Training will be given)
* A helping hand with dressing (I prefer to keep my dignity and independence as much as possible)
* Assistance getting in and out of bed using transfer equipment and lifting aid.
* Doing my hair

**Domestic duties**

* Support with grocery shopping
* Assistance with cooking and serving nutritious meals and snacks
* Cleaning
* Changing linen
* Laundry

Shifts vary in length and there may be some occasions where I do not need you to accompany me during your shift but I may need you to be on call so you can come and assist me as required. You will be paid during this time but you will need to be available for the duration.

These duties may vary from day-to-day.

# Type of person that you/they are looking for:

**Values**,

* Positive & respectful with a ‘can do’ attitude
* Bubbly, friendly and chatty
* Open, reliable, committed & honest
* Flexible & able to use your own initiative
* Respectful of my privacy and able to work in a highly confidential manner
* Mindful of my personal space & personal relationships
* A team worker
* Positive towards disability
* Kind and caring

**Other**: Due to the nature of this role including personal care the potential employer will be considering female applicants only.

# What you can expect to receive:

* Induction training
* Practical training as necessary
* A warm and friendly environment with lots of chatting and laughter
* £10 an hour with an entitlement of 5.6 weeks holidays pro rata
* The experience looks great on your CV!

# Skills, qualifications and experience:

**Essential**:

* An excellent understanding of confidentiality
* Good at building relationships
* A good communicator

**Preferred**:

* computer literate
* good communicator
* a good listener