**Job Description**

**JMC/GTD**

**Job Title :** Female Personal Assistant (s) :

1 Permanent 15 hrs per week post available

or

2 Permanent 7¹/² hrs per week post available

**Hours :** 15 or 7¹/² hours per week to be delivered across mornings and evenings as per schedule shown below.

Reports to : Employer

**Job Overview**

Female Personal Assistant (s) required to support with personal care, home management, meal preparation and social support to ensure flexibility, safety, and choice in relation to care needs. 15 hours are to be worked Monday to Friday mornings and evenings typically as follows:

Monday 6.45 am - 8.00 am / 5.15 pm - 6.45 pm

Tuesday 6.30 am - 8.00 am / 5.15 pm - 6.45 pm

Wednesday 6.45 am – 8.00 am / 5.15 pm – 6.45 pm.

Thursday 8.15 am – 10.30 am / 5.15 pm -6.45 pm

Friday 6.45 am – 8.00 am / 4.45 am – 6.15 pm

Respecting privacy and dignity are at the core of your work. You must understand the employer's independence. You must be able to always maintain confidentiality in all areas of your work.

**Responsibilities and Duties**

The tasks are varied and based around the employer's home and social life. As needs may vary, it is important that you remain flexible:

* To provide support with personal care needs as directed (showering, support with dressing and undressing, hair, and make-up)
* To provide meal preparation.
* To provide domestic support in the home, general housework and maintaining safety in the home)
* To provide support to go out into the community to attend local services and social events of required.
* To assist with shopping when required.

**Qualifications**

No qualifications are necessary as full training will be provided.

Experience in working with adults who have a physical disability would be preferred.

Applicants must be flexible, patient, trustworthy, friendly and have excellent time keeping at work.

The post is subject to satisfactory references and enhanced DBS checks which will be funded by the employer.

The applicant is required to have the characteristics set out which are deemed an occupational requirement of the role in compliance with the provision of the Equality Act 2010.