Job description

**Job title:** Female Personal Assistant

**Hours:** 31.5 hours per week

**Rates of pay**: £11.00 per hour

**Location:** Newcastle NE15

Our client is a 50-year-old lady who lives in Newcastle with her family and has a range of health issues including osteoarthritis, anxiety, and memory issues.

She works part time in a job that involves sensitive and confidential information, so confidentiality and discretion is incredibly important. Due to her condition, she has a lot of flexibility around hours of working and does most of her work from home.

The client loves rugby, listening to music and spending time with her family - especially her children. She struggles socially at times and can spend long periods at home without seeing anyone or leaving the house.

This lady needs support with domestic tasks such as cooking, cleaning, laundry, and shopping. It is of huge importance to her that her home becomes a place of social inclusion where she can invite friends and family to not feel so isolated.

She requires support in appointments, as well as assistance with her medication and monitoring her use of medication and pain levels for reviews. This support is crucial to help her give a fuller and more accurate picture to health professionals.

The client can complete some of her own personal care but needs assistance with others and this need increases during flare ups in her condition when she tends to neglect to care for herself due to pain and side effects of medication, rather than asking for help.

To support a healthy work life balance - something our client is very passionate about - the working hours can be very flexible to fit around your needs as well as hers. The only exception to this would be when she requires assistance with appointments.

As the Personal Assistant your job will be to look after the physical, emotional, and social needs of the lady using a client centred approach. To assist with promoting her choices, independence, dignity, and privacy.

You will need to create and maintain good relationships with the client and her family, in particular her children.

It is important that you respect the family’s privacy and understand the need for confidentiality in all areas of your work.

A full, clean driving licence is essential as driving is required.

An enhanced DBS will be required for this role and any offer of employment will be conditional upon satisfactory references and DBS.

Gender due to the personal care required for this role is a genuine occupational requirement in accordance with **paragraph 1 of schedule 9 of the Equality Act 2010**

**Main duties**

* Accompanying client to appointments.
* Shopping.
* Organising and supervising any workers who need to come to the clients home.
* Calendar management.
* Assisting with dressing and grooming.
* Assisting with the planning, preparation, and cooking of meals.
* Carrying out general housework, including changing beds, laundry, ironing, tidying, and cleaning.
* Providing companionship and mental stimulation, including participating in activities as required by the service user, including hobbies, or other recreational activities.
* Providing support for appointments, day trips, outings, shopping, or any other general errands outside the home.
* Assisting with any clerical/communication needs such as making appointments, ordering medication.
* Encouraging and overseeing the management of medication.
* Monitoring of health-related conditions such as pain levels and use of pain medication, keeping records where required.

**Person Spec**

The suitable applicant will be able to demonstrate the following:

* Kind, friendly, compassionate, and caring nature.
* Commitment to the client’s needs.
* Detail orientated and well organised.
* Excellent communication skills.
* Flexible approach to working times.
* Flexible approach to location of work.
* Honest and open persona.
* Respect for individual privacy and personal dignity.
* Desire to work in a care environment with a view to making a positive difference.
* Good communicator and able to recognise when to advocate on clients behalf.

\*\*These duties and responsibilities should be regarded as neither exclusive nor exhaustive and the post holder may be required to undertake other reasonably determined duties and responsibilities without changing the character of the post. This post requires an enhanced Disclosure & Barring Service (DBS). This post is exempt from the Rehabilitation of Offenders Act (1974). Information on all convictions including spent convictions must be declared, in line with the new Government Filtering System.