**Job Description**

**Job Title** Personal Assistant

# Hours 7.5 hours average per week

# 2 x 3 hours shift during the week Monday, Friday and a 3 hour shift on alternate Saturdays.

# Shifts are usually 10:00am - 1:00pm

**Rate of Pay** £13.50 per hour

**Location** Scotswood

**Purpose of Job and what I require from my Personal Assistants.**

I live in my own home with my cat and need some help to maintain my independence. I have a long term, fluctuating, health condition. This means that on different days, depending on how I am feeling, I will have the energy to undertake different levels of activity. I have developed specific strategies to enable me to manage my condition and it is very important that as my Personal Assistant you respect these strategies even if you do not understand or agree with them.

It is important that my PAs approach their work with a supportive attitude rather than a looking after attitude. It is very much a supportive role you are taking on and not a carer’s role.

Due to my condition I can often feel overwhelmed with a lot of written and spoken information. At times I will need you to relay back to me information that has been given for example if I am looking to purchase a washing machine or when dealing with any housing issues.

I am looking for a PA that can take instruction, who is an excellent communicator and someone that can get on with instructions given. It is important that I do not have to keep telling you what the job involves and how I want things done. I find this exhausting. I would also expect you to ask me if something isn’t clear.

I am happy to be flexible about arranging the exact days and times of shifts, but once they are agreed it is vital that they are then reliably kept to. I often arrange appointments with NHS or the Local Council around health, housing and finances specifically to fit in with the times we have agreed for the shifts and it can be both difficult to rearrange these appointments and also stressful and energy-draining for me personally. A Personal Assistant not turning up for a shift that we have agreed can easily ruin my energy levels for the rest of the week.

I often like to talk things through before I make any decisions. That is part of my decision-making process. Part of your role is to support me in this by listening and not making the decision for me.

The activities that I tend to need assistance with are listed below, but these will vary depending on how I am feeling on that particular day. If I have the energy then we may well do tasks that involve getting out and about such as grocery shopping, clothes shopping, going to the library or just getting some fresh air.

When out grocery shopping, I need assistance with the lifting and carrying – I don’t require assistance to choose what things I need to buy. Clothes shopping is a very focussed activity involving going into the shop, buying whatever it is I need in the correct size and then leaving. It is not something I want to spend any more time doing than absolutely necessary. I do enjoy the countryside and visiting the coast, so on days when I have time and energy, this is something we may do.

I also enjoy swimming, fresh air, socialising and meeting new people, travel, Sudoku and reading.

If I am not feeling well on the day of your shift then I may not be wanting to go out, in that case I will want you to focus on completing tasks within the house. Or if we do need to go somewhere in the car I may stay in the car and ask you to complete the task that needs to be done. There are a wide range of domestic tasks that I need assistance with.

On the whole, once I have explained how I like these tasks done, I will then expect you to be able to just get on and do them without supervision from myself.

Good general health is important as I need help with everyday lifting and carrying.

**Main Duties**

My Personal Assistant will be expected to do the following tasks. Some tasks are daily, others weekly or monthly.

As my needs will vary it is important that the personal assistant is flexible about what the work involves and agrees to undertake any other reasonable Personal Assistance tasks that I request.

# Personal Care

If I am feeling particularly unwell, I may require some support in elements of personal care.

* Assistance to wash my hair
* Being on hand in the house while I am bathing
* Assisting me to get dressed

# Personal Assistance

The following tasks to be carried out as required:

* Assisting with the physical part of preparing and cooking meals, for example chopping, lifting pans
* Assistance with shopping
* Assistance with household management including filing papers, unpacking, telephone calls and dealing with the landlord
* You will be required to help me fill in both online and paper forms
* Talking through problems and supporting me in my solutions
* To give assistance in using the internet and helping me with any online activities

# Domestic Assistance

The following tasks to be carried out, unsupervised, on a weekly basis as time allows:

* General Housework
* Changing bedding/making beds
* Drop off and pick up Service Wash at laundrette of my choice
* Emptying and washing out my hamster cage

**Other Assistance**

* To accompany me to social activities, the park, the coast, cinema. (you will need access to your own car)
* To put my folding portable electric wheelchair in the boot of your car. This weighs approx 20KG
* To be on hand/nearby at all times to be sensitive to what I need. Sometimes I may require discreet assistance, which means you are there but in the background. I don’t want my PA to be mothering or over caring. This is a support worker job
* Assistance to attend appointments

Enabling me to carry out any chosen activity whether inside or outside my home, and by carrying out any other requests which I may reasonably make.

**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.

**Personal Assistant Person Specification**

To be my Personal Assistant you must:

* Be willing to work under my direction
* Be able to understand and follow instruction
* Be non-judgemental, respecting everyone’s beliefs and lifestyle choices
* Be able to remain close by at all times when working for me
* Be able to provide support in a discreet manner, not overbearing
* Have excellent communication skills
* Have a positive attitude towards social inclusion
* Be confident in using the Internet
* You must not smoke in my presence (a non-smoker is preferred)
* Be confidential in your work and understand the importance of this
* Be patient when doing repeated tasks
* Not drink alcohol when working for me
* Be a confident driver and have a clean driving licence
* Have good general health
* Be physically and mentally able to carry out the role of a support worker
* Be able to lift my wheelchair to put in the boot of your car. This weighs 20KG
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Be able to accept responsibility and work on your own initiative
* Be clean and tidy to my specification
* Have at least basic reading, writing and number skills
* Be flexible

**You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.**