## Job Description and Person Specification

Job title: Female Personal Assistant

Location: Haxby, York

# Hours of work: Full/ part time positions within the following hours.

Tuesday 7am to 6pm

Wednesday 7am to 6pm

Thursday 7am to 6pm

Friday 8am to 5pm

# Saturday 8am to 4pm

# Rate of pay: £13 per hour

# Job purpose:

To assist with a variety of tasks which will enable the person who needs care and support to live their personal and social life according to their wishes and interests.

# About the employer:

Our daughter is a young woman who has complex care needs, she is a wheelchair user, she has a learning disability, she is nonverbal and due to her condition, she has limited hand function. She can communicate using her communication book and has recently started to learn to use an eye gaze communication aid. Our daughter loves to be busy; she attends a day centre where she participates in various arts and crafts activities. She also attends regular hydrotherapy sessions. At home she loves to be given a massage, have a foot spa or her nails painted. We are looking for a small team of PAs to support with all aspects of personal care and as she likes to keep busy the team of pa's will enable her to participate in suitable activities inside and outside home

Our daughter likes to be active in the community, going on regular trips to the garden centre, for walks to feed the animals and day trips to places such as the coast. She loves to people watch, and to look at and feed the animals. We are looking for PAs who can nurture and support her anxiety and enable her to go out into the community and bring the enjoyment and happiness of life.

# Main duties:

**Social duties**:

* Keep in touch and socialise with friends.
* Attend an arts and crafts centre.
* Activities inside my home such as massage, painting nails, foot spa
* Days out to see animals, to the coast, museums, national trust etc.

**Personal care**

* Support with bathing showering
* Teeth cleaning
* Dressing
* Thicken all drinks.
* Support with feeding minced and moist food (hand over hand where possible)
* PEG feeding,
* Administering medication,
* Performing physiotherapy stretches
* Changing pads
* Standing transfers
* Transfers with hoist

**Domestic duties**

* Cooking and serving nutritious meals and snacks (minced and moist foods)
* Keeping areas clean and tidy as you have found them.

These duties may vary from day-to-day.

**Other duties**

* Driving our large wheelchair accessible vehicle (driver preferred but not essential must be over 25 for insurance purposes)

# Type of person that we are looking for:

**Values**

* Honest
* Reliable
* Punctual
* Professional
* Ability to build good relationships based on trust and respect
* Adaptable
* Easy going
* Able to work as part of a team
* Positive
* Willingness to travel
* Had an understanding disability
* Has a good sense of humour
* Able to put a confidentiality policy into practice

**Specific requirements**:

* Happy to go in water to support our daughter with her hydrotherapy.
* Good general health is important to be able to go out for walks pushing a wheelchair and support with physiotherapy exercise.

**Other**:

* Due to the nature of this role including medical/personal care the potential employer will be considering female applicants only.
* A car driver with a clean driving licence who is able to drive a large wheelchair accessible vehicle is preferred but not essential.

# What you can expect to receive:

Full training will be given alongside a full induction.