## Job description

Job title: Female Personal Assistant

Location: Settle, North Yorkshire

# Hours of work:

Monday, Wednesday, Friday, Saturday, Sunday - 2.5 hours a.m.

Monday, Wednesday, Thursday, Friday, Saturday, Sunday - 1 hour lunchtime.

Monday, Wednesday, Thursday, Friday, Saturday, Sunday - 1.5 hours teatime

Monday, Wednesday, Thursday, Friday, Saturday, Sunday - 1.5 hours evening (10pm)

# Rate of pay:

£13.00 per hour.

# Job purpose:

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

# About the employer:

My name is Jane and I’m looking to add a team of PAs to my existing support network. I’m a loving, intelligent lady with strong Christian beliefs. I live alone but have a partner nearby who I spend a lot of my time with.

I have a big interest in music, particularly rock music as well as Christian worship but I generally like a bit of everything. I enjoy spending time with friends, going to church, bible study and prayer meetings. I go for short walks when I can manage and do some occasional reading.

I’m also interested in art, and I enjoy painting, drawing and sculpture.

A team of Personal Assistants is required to support me due to my mental health condition; this can sometimes mean I struggle to communicate. I have mobility issues and suffer from vertigo.

**Main duties**

**Morning call (2.5 hours)**

* Support with medication.
* Help with showering (including hair washing).
* Assist getting dressed.
* Support making breakfast.
* Tidying up from breakfast.
* Empty and reload dishwasher.
* Support going out to the shops.
* Pick up my prescriptions when necessary.
* Any other domestic chores as required.
* Provide companionship.

**Lunchtime call (1 hour)**

* Meet up with Jane at her current location if she is not at home.
* Support out and about with shopping.
* Provide companionship.
* Support making lunch.
* Tidying up from lunch.
* Load dishwasher.
* Any other domestic chores as required.

**Tea time call (1.5 hours)**

* Meet up with Jane at her current location if she is not at home.
* Support out and about with shopping.
* Provide companionship.
* Support making evening meal.
* Tidying up from evening meal.
* Load dishwasher.
* Any other domestic chores as required.

**Late evening call (1.5 hours)**

* Support with medication.
* Support getting dressed for bed.
* Provide companionship.
* Support with personal care.
* Help getting some supper.

These duties may vary from day-to-day.

# Type of person that you are looking for:

I’m looking for female personal assistants who can support me with domestic tasks including cooking and cleaning. I require some support with my personal care so you must be comfortable with this. You may also need to make phone calls on my behalf and help with general administrative tasks. Ideal PAs will have a driving licence with their own vehicle so we can go out to shops when needed. You will need to know when to give me time to myself and understand when my mental health is impacting me.

# Skills, qualifications and experience

**Essential**:

* A driver with their own vehicle, clean licence, and appropriate insurance.
* Strong communication skills.
* Able to follow instructions.
* Capable of preparing/cooking meals.
* Good sense of humour.
* Able to provide emotional support.
* Understand when to step back and give personal time and space.
* Reliable.
* Flexible.
* Understanding.
* Kind and caring.
* Organised.

**Preferred**:

* Qualified to degree level.
* Experience supporting individuals with mental health conditions.
* Share similar interests.