**Job Description**

**Job Title:** Personal Assistant

**Hours**: 16 hours per week / may include early mornings / hours to be discussed and can be flexible.

**Rates of Pay:** £13.00 per hour

**Area:** Osmotherley, Northallerton, North Yorkshire

**Purpose of Job,**

The purpose of this role is to support Ann with all aspects of personal care, general household duties including general cleaning and laundry to enable independent living.

You will support Ann to access concerts, theatre and stately homes and gardens and other social interactions.

Supporting Ann to attend medical appointments.

You will be driving Ann’s mobility car, so a full clean driving license is essential for this role.

**About the individual**

Ann is semi-retired and lives independently in a small village near Northallerton. Ann is a very private individual; therefore, all aspects of employment must be kept private.

Ann Lives at home with 2 dogs 1 as a pet and 1 as a service animal, therefore someone that is comfortable around dogs is essential. Horses are a big part of who Ann is and have been part of Ann’s life for many years.

Ann is a very amicable induvial and enjoys a chat,

A keen focus for Ann is visiting stately homes and their gardens, theatre, and concerts.

Ann has a Cerebral Palsy, and knowledge around callipers and lymphedema stockings is preferred however training can be provided to the right individual.

**Main duties**

* support with personal care,
* managing general household tasks,
* Meal preparation,
* Drink preparation,
* Social interaction by supporting Ann to attend concerts, the theatre, stately homes, and gardens,
* Driving Ann`s mobility car,

**Person Specification**

* **Values**, honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, positive, understands equality and diversity.
* **Other**: Due to the nature of this role including medical/personal care my support needs to be carried out by a female.

**Essential**:

* Excellent communicator.
* Sense of humour
* Compassionate.
* A good listener.
* Driving license
* Comfortable with dogs

**Desirable**

* Knowledge around Cerebral Palsy
* Knowledge of calliper’s
* Knowledge of lymphedema