## Job Description and Person Specification

Job title: Female Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: North Shields

# Hours of work: 9 hours per week 3 shifts

# Tuesday 2 hours – 1.30 – 3.30 pm

# Wednesday 3.5 hours – 1.30 – 5 pm

# Friday 3.5 hours – 9.30 am – 1 pm

# Rate of pay: £10.42 per hour

# Job purpose:

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

# About the employer:

I am looking for a personal assistant for my Mam a lady in her late 50’s, someone who can support her in such a way that she is made to feel comfortable and confident, not looked after or cared for, but helped and supported.

She enjoys watching quiz programmes, knitting, jigsaws and puzzle books. She also enjoys taking our dog for a walk, she uses a mobility scooter to do this.

Recently she has started to attend some knit and natter groups, she is open to suggestions of new activities to try and new places to go. She enjoys going shopping and generally making the most of the time she has off from medical appointments.

She has a caravan which she enjoys spending time at in Northumberland, some of your shifts may require you to support her at the caravan. Mileage for this will be paid. You are required to have a full clean driving licence and your own car for this role. Shifts may need to be rearranged due to medical appointments, so some flexibility is needed.

**Main duties:**

**Social duties:**

Support to:

* attend local community groups
* attend medical appointments
* do hobbies such as knitting, jigsaws and puzzle books
* attend social events such as the cinema

**Personal care**

* Supervision when transferring e.g. from wheelchair to car
* Pushing my wheelchair
* Folding my wheelchair/mobility scooter and lifting it in and out of the car

**Domestic duties**

* Support with shopping
* Preparing and serving light meals and snacks,
* Cleaning
* Changing linen
* Laundry
* Ironing
* Fetching and carrying
* Driving her in your car to appointments and activities of our choosing (mileage will be paid)

These duties may vary from day-to-day.

# Type of person that you/they are looking for:

* **Values**, I am looking for someone who is honest and reliable and who has the ability to build good relationships based on trust and respect. I am looking for someone who can be flexible, adaptable depending on my needs.
* **Specific requirements**, You must be a dog lover! A car owner driver with a clean driving licence and access to a vehicle is essential for this role.
* **Other**: Due to the nature of this role including medical/personal care the potential employer will be considering female applicants only.

# What you can expect to receive:

# You will receive training for the role and any additional further training needed can be explored.

# Skills, qualifications and experience

**Essential**:

* Driving licence
* car and appropriate insurance
* Loves dogs
* Confidentiality
* Good at building relationships
* Good general health to be able to push my wheelchair and lift it in and out of a car.