## Job Description and Person Specification SBEY

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Fulford, York

# Hours of work:

**Maternity Cover –** Monday and Friday 9am-5pm

# Rate of pay: £12.27 per hour £91.12 per sleepover

# 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:

I am a gentleman who has physical and learning disabilities I live in my own home with support from a team of PAs and my family. I love to watch sport on tv. I have my own car that my PAs drive so that I can get out to activities. I go to regular hydrotherapy session. I also enjoy trips out to cafés, garden centres and days out.

# Main duties:

**Social duties**

Support to:

* Keep in touch and socialise with family and friends
* Attend medical appointments
* Do hobbies such as watching sport, going to hydrotherapy

**Personal care**

Support with:

* Showering
* Shaving
* Teeth cleaning
* Dressing
* Toileting/changing pads
* Administering medication and creams
* Support with eating
* Performing physiotherapy exercises

**Domestic duties**

* Cooking and serving nutritious meals and snacks
* Cleaning
* Changing linen
* Laundry
* Ironing
* Water plants

These duties may vary from day-to-day.

# Type of person that we are looking for:

* **Values** We are looking for someone who is honest, reliable, punctual and has the ability to build good relationships based on trust and respect. We need someone who is able to work alone but will communicate with the family and other PAs.
* **Other**: Driver with a clean driving licence is essential

# What you can expect to receive:

Full training will be given by the team. Access to other relevant training opportunities as required.

# Skills, qualifications and experience:

**Essential**:

* driving licence
* be able to be comfortable in water (hydrotherapy pool)
* understanding of confidentiality
* good at building relationships
* good communicator