**Job Description**

**Job Title** Personal Assistant

**About me**

I am a young woman living in the centre of York. I need a small team of PAs to enable me to be independent and active. I love swimming and going out walking in all weathers. We are hoping to get a cat soon.

I have a visual impairment and some difficulties with my memory. In the near future I will hopefully have a successful kidney transplant. This potentially means lots of time in hospital.

**What I need**

You will be joining my present PA in supporting me to lead an active and independent life. I will be your employer, so I need you to follow my guidance on how best to support me, but also have a good understanding on when I need you to take your own initiative. I would like you to drive me to the places that I need to visit, but we can use my vehicle to do this, this is not essential but desirable. I would need you to come into hospitals with me and on occasion advocate on my behalf. You would need to be able to take detailed notes of any conversations you are involved in with medical professionals.

I need people who can work with me in every aspect of life, from keeping my home, cooking meals, support with emails and administration. Keeping fit, active and getting out socially. Just like everyone’s life, everyday is different, so you will need to be adaptable to this. Some of the most likely things we will do are: -

* Go on walks in all weather
* Go to hospital appointments
* Go swimming
* Light housework including laundry
* Cook and prepare food, sometimes with me, but sometimes on your own.
* Doing light gardening
* Plan the shopping

**What are the important things I need from my PA?**

* Be reliable, committed, cheerful, professional, trustworthy and respectful
* Have a great sense of humour
* Be confident to accompany me when in hospital (Kidney Transplant Patient)
* Be able to liaise with health care professionals and take detailed notes
* Be happy and able to take and follow instructions
* Be an excellent listener and able to use your initiative
* Be prepared to use PPE in my home and when out and about
* Enjoys swimming
* Be someone who likes cats
* Be someone who enjoys cooking
* Be someone who enjoys getting out and about
* Be willing not to smoke when you are with me or in my home
* Be willing not to drink alcohol when you are with me or in my home
* Have a good understanding and acceptance of confidentiality in your work.
* Respect our privacy and that of my family and friends.
* Be a good timekeeper
* Be able to work at short notice
* Be able to accept responsibility and work on your own initiative
* Be flexible
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency