**Job Description**

**Job Title** Personal Assistant

**About me**

I live in central Newcastle and need one or two Personal Assistants to support me daily.

**What I need**

I need people who can support me with getting ready for the day, including getting washed and dressed. Helping with food preparation and doing shopping is also part of being my Personal Assistant. I would prefer someone who has their own car so we can go shopping locally but this is not essential. I also need support to keep on top of laundry and make sure my house is clinically clean and tidy. I would like my PA to be friendly, but not too loud. I have an extremely weakened immune system and I am extremely vulnerable to infection; my Personal Assistant must be fully trained in Infection Control and practice the highest hygiene regime to maximise my safety and welfare. Frequent hand washing and face masks are always required. My home needs to be kept extremely clean and free from dirt and dust and I require my Personal Assistant to clinically clean my home under my direction to prevent infection. My home does not need to be a sterile environment, but it does need to be as germ free as possible. You would be required to remove outdoor shoes and coats upon entry to my home to minimise transferable germs.

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

* Be someone who enjoys getting out and about.
* Someone able to prepare basic meals at home with infection control as a priority.
* Be reassuring and that you are happy to support me with personal care.
* Respect my privacy and that of my family and friends.
* Punctual & good at time keeping.
* Able to use own initiative.
* Reliable & committed to your work.
* Cheerful & positive.
* Professional & respectful.
* Car driver with clean licence and a car preferred but not essential.
* Be willing to access public transport.
* Be happy and able to take and follow instructions.
* Be willing not to smoke when you are with me or in my home.
* Be able to accept responsibility and work on your own initiative.
* Be flexible.
* Assist with any form completion or paperwork that I may need completing.
* Posting parcels and letters that may need to be sent.
* Accompanying me to any hospital or other health related appointments.
* Have a good understanding and acceptance of confidentiality in your work.
* Assist with any day-to-day tasks that require hands on dexterity.
* It is important that I get out into the community as and when required by myself and to my chosen destination.
* Be willing to adhere to frequent hand washing, infection control domestic chores and food preparation.
* Always accept and apply my infection control measures.
* Be happy to use PPE including gloves if required to do so.