**Job Description**

**Job Title** Personal Assistant

**About me**

I love doing anything crafty and spending time with my pets, I have a cat and rabbits!

**What I need**

I need support on a morning to have a shower, get breakfast and be ready for the day ahead. I also like going out places and I need support to do this. You will need to drive me to the places that I want to go and it would be great to use your car, but your costs will be covered.

You will be joining my present team who support 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 need people who can work with me in every aspect of life, from keeping my home and preparing meals. I need some support with personal care too, but I can guide you on what to do.

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

* Punctual & good at time keeping
* Able to use own initiative
* Pet lover
* Good at problem solving issues and areas of difficulties
* Be reliable, committed, positive, cheerful, professional, trustworthy and respectful
* Have a great sense of humour
* Professional & respectful
* Able to follow instructions
* An excellent listener
* Car driver with a car and clean licence
* Be happy and able to take and follow instructions
* Be prepared to use PPE in my home and when out and about
* 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 my privacy and that of my family and friends.
* Be able to accept responsibility and work on your own initiative
* Be flexible
* Be able to respond appropriately in an emergency