



Job Description



Job title:	<i>Personal Assistant required to promote independence to maintain my happy and healthy lifestyle.</i>
Hours:	<i>20 hours per week, 4 hours per day (Must be available for afternoon work).</i>
Rates of pay:	<i>£11 per hour.</i>
Licenses:	<i>A driving license is mandatory to carry out this role and effectively facilitate my active lifestyle.</i>
Subject to:	<i>Successfully passing a criminal background and reference check.</i>



What will your role involve?



I am a 36-year-old, happy, sociable young woman, and experience life with an inborn metabolic error. As well as my requirement to follow a strict diet with ready prepared food, I have autistic tendencies, and problems with my fine motor control, so can sometimes be “a little shaky”. The main purpose of this job is to work alongside me, supporting me to live independently and promoting my independence whilst on outings and trips outside my home in the approximate location of Tadcaster, North Yorkshire. I also require assistance with cooking and looking after my flat.

I enjoy going for walks around town and visiting a variety of other towns. I gain satisfaction from a good bargain! Discovering a variety of charity shops is my favourite thing to do, other than riding horses! You never know what you will encounter in a charity shop! I enjoy going horse riding and I like cats, so being able to deal with animals is mandatory whilst being my personal assistant. If you

like cats, I encourage you to go ahead and apply! You must be comfortable with helping me maintain my pet's healthy lifestyle, whether that be in the form of taking my pets to the vets, feeding, or petting them. I gain pleasure from cooking, and it would be great if you would help me with this, or alternatively we could learn to cook different meals together. It is imperative that my Personal Assistant appreciates the need for patience and encouragement whilst supporting me to live my best life.

Previous experience of support work is desirable, but is not mandatory, as I am happy to consider applicants who do not have prior experience. Training can be provided by the Local Authority. However, the Personal Assistant will be required to follow instructions directly from me, as only I and my family know what is best for my lifestyle. I am looking for somebody who is reliable, punctual, and prepared for some flexibility within their working hours. Working hours can be discussed with each applicant.

Physical endurance is essential when supporting me, especially whilst out in nature and the outdoors. Good general health is vital when providing support to me, in order to help me live the lifestyle I wish. I consider patience and enthusiasm to be necessary attributes for this job.

Main Duties

My requirements may vary from time-to-time. It is important that the Personal Assistant is flexible about the duties performed and agrees to undertake any reasonable Personal Assistance tasks I request, throughout the duration of their employment e.g., accompanying on outings. Your job is to enhance and promote my independence.

Characteristics of the required candidate:

Do you have any of the following characteristics? Have you always wanted to make a positive difference in somebody's life; this might be the perfect role for you? I encourage you to apply for this role if you exhibit any of the following characteristics!

- *Stamina, Good health, Active Individual, Patience, Enthusiasm, Understanding, Empathetic.*
- *Likes animals.*
- *Enjoys outings and visiting places.*
- *Wants to support an individual in a positive way.*
- *Flexibility.*
- *Enjoys assisting with household duties.*

Social Assistance

- *Ensuring my safety and generally responding to my requirements when I deem appropriate.*
- *Help maintain my social lifestyle and maintenance of my flat.*
- *Provide support when out at events – horse riding etc.*

Training

As previously stipulated, there are no formal qualifications needed to do this job, but previous experience is preferable. The tasks and types of assistance involved can be learned through the Personal Assistant working directly with me and therefore must be willing to learn by following instructions from me and my parents.

Person Specification

The ideal candidate to be my personal assistant will meet the following criteria:

- *Have a positive attitude towards disability.*

- *Be willing to work under my direction.*
- *Be able to work flexibly to meet my requirements.*
- *Be a non-smoker.*
- *Not drink alcohol when working for me.*
- *Have good general health.*
- *Be a driver and have a clean driving license (Mandatory).*
- *Be reliable and trustworthy.*
- *Be a good timekeeper.*
- *Be able to work at short notice.*
- *Be able to work in different settings.*
- *Be available on afternoon (Essential)*
- *Not discuss my household and domestic circumstances with others, other than with my specific permission.*
- *Keep information gained in the course of your employment confidential.*
- *Be able to respond appropriately in an emergency.*
- *Be able to accept responsibility and work on your own initiative.*
- *Respect my privacy and that of our family and friends.*
- *Be patient when doing repeated tasks.*
- *Have at least basic reading, writing and number skills.*
- *Successfully pass a DBS clearance and reference check.*