**Job title: Personal Assistant – RGA/YO**

**Hours:** The role is additional cover work. Likely with a minimum of at least 4-6 hours a month.

Flexible times, perhaps at short notice.

Some overnight work may be required.

**Pay Rate:** £12.71 per hour.

**Area:** York, North Yorkshire.

**The Role**

You will provide personal support to a client who suffers from periodic complete paralysis, this role will include the need to aid with toilet needs during periods of paralysis.

You will be a constant presence but also able to observe without intrusion on occasion, a good relationship and highly established trust with the client, his wife, and existing long term Personal Assistant is essential.

Provision of transport is a part of the role, and the ability to drive along with a vehicle is required.

Due to the potential need for mobility support during periods of complete paralysis you will need to be fit and comfortable in moving a former rugby player (approx 200 lbs/90kg.) generally this is limited to repositioning limbs and ensuring comfort, not the lifting and handling of a whole person.

A complete and up to date DBS check is required for this role.

**The Client**

A 44 year old male, active and sociable, aiming to minimise the impact of multiple health issues on his life.

He is an active coffee expert and consultant, and often involved in coffee industry work. Other interests and work include tabletop gaming (from board games to roleplaying games) including published writing and cartography works in that field.

In both of these areas there is a high likelihood that a significant part of your role will be enabling the client to travel to events by accompanying him on a 24 hour a day basis over long weekends or similar periods, so an interest in, or at least a good level of acceptance of, those areas is a huge advantage.

**The Process**

Due to the extreme nature of complete paralysis, and the client’s total vulnerability and dependence on their support at these times, the process of applying for the role is a little different.

A successful applicant will need to attend an interview as a first step and then if it seems likely that the applicant may be suitable for the role a probationary period will be required under the client, and his current Personal Assistant.

**Role Duties**

* General tasks while the client is unable to move. EG: Answer the door, take phone calls, etc.
* Some personal care
* Ensure the comfort and safety of the client while they are paralysed
* Driving for tasks, food shopping, etc
* Accompany client to events and locations
* Shadow client and be available when needed
* General household tasks, depending on circumstance

**Person Specs**

* Good sense of situations and client needs
* Able to adapt to social and business events
* Interest in or understanding of Coffee and/or Tabletop Gaming, useful but not required
* Able to drive and possessed of a car for work purposes
* Good communication skills