**Job Description**

**Job title:** Personal Assistant (PA)

**Location:** York

**Hours of work:**

12 hours total

3 hours on both Saturday & Sunday

Plus 6 hours to be used flexibly (once a fortnight)

**Rate of pay:**

£13.46 per hour

**Job purpose:**

To assist with a variety of tasks which will assist the employer who needs care and support to live their personal and social life according to their wishes and interests.

**About the employer:**

I'm looking to find a PA to join the team for up to 12hrs a week please. This includes 6 hours every weekend.

Must be able to work an evening at least twice a month as I have two very important meetings to attend. One of them usually involves eating out!

Will need to be a pet lover as I have a dog. Tyler who is really friendly, loves to eat AND flirt. Lol

Help with food preparation, shopping, housework, helping with Tyler and generally getting around and, ideally out of the house.

I like going to the gym so that I can carry on eating my favourite thing... CAKE!! Nom nom nom

BACKGROUND: I suffered a brain explosion (SAH) back in 2017 which has left me with chronic pain down my right hand side. At times my mobility is bad too. Fatigue is a big problem and can catch me out at any time. I have a wheelchair. Ideal for trips out.

At times my speech is slurred, and I struggle with words; mild aphasia.

I lost the vision in my left eye due to a rare eye cancer (2019). All I need now is a parrot on my shoulder so I could do a great expression of a pirate!!

A driver is required with their own vehicle and appropriate insurance so we can go out and about. Mileage expenses will be reimbursed.

**What I need**

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 love getting out and about, meeting people and getting involved in my community so I can make a difference for others and have fun doing it! You may need to drive me to the places that I want to go to, but we can use my vehicle to do this.

I need people who can work with me in every aspect of life, from keeping my home, cooking meals, support with emails and administration. 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
* Dog 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 clean licence (I have a Motability car)
* 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