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

**Pay Rate:** £12.71 per hour.

**Area:** York, North Yorkshire.

**Shifts**

Tuesday: Evening Shift 18:00-20:00.

Wednesday: Day Shift 10:00-16:00.

Thursday: Day Shift 10:00-16:00.

Friday: Day Shift 10:00-16:00. Evening Shift 18:00-20:00.

**The Role**

The role would be suitable for anyone undertaking online courses or who has creative work e.g. writing that they wanted to get on with themselves while the client is able to manage and will only need to have support within easy reach.

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 and his wife.

Due to periods of complete paralysis you will need to be fit and comfortable with some manual handling. Generally this is limited to repositioning limbs and ensuring comfort, not the lifting and handling of a whole person.

Provision of transport could be a part of the role, and the ability to drive would be considered beneficial, but not essential. The client has a vehicle on which you would be able to be insured to drive but can no longer drive themselves.

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

**The Client**

A 45 year old male, aiming to minimise the impact of multiple health issues on his life.

Interests and work include tabletop gaming (from board games to roleplaying games) including published writing and cartography works in that field, as well as active Twitch streaming and YouTube content creation.

The client's work and creative projects are primarily home based, so you will need to be comfortable making yourself part of the home life of the client and his wife.

**Hours: 4-22 hours a week.**

Shifts expected to be shared between 1-2 new team members, according to availability. Please indicate what hours and shifts you are available. Flexibility required due to nature of the role. Extra hours available to cover holidays/absence within the team.

Some overnight work and weekends will be required on occasion when the client's wife is away.

Contract of employment is permanent, and holiday pay is 5.6 weeks pro-rata.

**The Process**

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.

**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, preferred but not essential
* Good communication skills

**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