**JOB DESCRIPTION**

**JOB TITLE: FEMALE PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, companionship, and care to a vulnerable lady with historical mental health issues and substance ill-use, who lives independently within Newcastle Upon Tyne.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will sensitively and compassionately provide a range of duties, companionship and support.

**HOURS OF WORK:**

12 hours per week over 3 days, to be discussed on interview, flexibility

required.

Must be able to work school holidays and weekends.

**BASE:**

Client’s home where they live in the Fenham area of Newcastle Upon

Tyne.

**REPORTING TO:**

Client’s sisters.

**RESPONSIBILITIES:**

* Provide high quality support and companionship.
* Provide high quality care and assistance in a safe, sensitive, dignified, and respectful manner.
* Administer prescribed medication as required under instruction and after supervised training.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in and enjoy social and recreational activities. This will require accompanying the client in accessing public transport to their required destinations or using your car to get to the desired destinations.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client’s main care givers, other members of their support team and others involved in their daily activities.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* Preserve dignity and support the client in maintaining as much independence as possible.
* Establish a close working relationship on a one-to-one basis and discuss and resolve any problems as they arise with the client’s main care givers.
* Be open in communication.
* Respect and take care with the client’s home, possessions, and equipment.
* Smoking is not permitted at any time whilst on duty – this includes when driving – whether the client is in the car or not.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client’s main care giver if you are going to be late or absent.
* Personal mobile phones should only be used in emergency situations when on duty.
* The client’s needs may vary daily and over time, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Previous experience of working with adults who require high levels of support on an individual basis. * Experience of working within the Mental Health Care Sector. * Previous experience working with people who require full support and assistance where necessary. * Able to demonstrate good understanding of the need to apply and follow safe working practices. * Excellent communication and observational skills. * Reliable work record. * Car driver with clean driving licence preferred but not essential, must be able to access public transport.. * Satisfactory enhanced DBS checks and references. * Able to complete relevant training. * Able to demonstrate patience and kindness. * Ability to record and manage written work.   **Please Note – full training will be given to support successful candidates to provide the specific care required for the client as well as ongoing updates.** |
| **Personal Requirements** | * Caring and compassionate. * Patient, motivated and enthusiastic. * Good sense of humour. * Sound common sense. * Willingness to always act in the client’s best interests. * Punctual and reliable. * Able to work effectively both as an individual using own initiative and collaboratively as part of a small team. |

This post is exempt under the Equality Act 2010 schedule 9 paragraphs 1 – 4.

**At the time of starting their employment, the successful candidate must have permission to work in the U.K.**