**Main Duties:**

My condition fluctuates and some days I may be able to do more than others.

**Personal Care:**

I need some assistance with getting dressed.

**Domestic Duties:**

- General light housework

- Emptying bins

- Assistance with cooking, for example reading out cooking instructions and preparing meals.

- Laundry

- Changing bed

**Social Assistance:**

- As my sighted guide, I need you to describe my surroundings always ensuring my safety.

- To accompany me on activities of my choice such as shopping, meeting family and friends, and going to the theatre and local gigs.

- Support my independence

- Support me in my interests and hobbies

- Remind me and accompany me to appointments

- Support to organise appointments and support with any household correspondence

- Accompany me on day trips out in the car

**Any other duties:**

As my needs will vary it is important that my Personal Assistant is flexible enabling me to carry out any chosen activity whether inside or outside my home, by carrying out any other requests which I may reasonably make.

**Training:**

There are no formal qualifications needed to do this job. For the most part the tasks and assistance involved can be learned through the Personal Assistant and I working together as a team. I am the person best qualified to know what my needs are and how they are best met.

Where it is required, such as in Health and Safety matters, practical training and guidance will be arranged, and the Personal Assistant will be expected to attend.

There will be a probationary period of 6 months during which either party can terminate employment giving one week’s notice. At the end of this period w will discuss the position. If your performance is satisfactory and we are both happy with the situation, your continued employment will be confirmed.

**Person Specification:**

To be my Personal Assistant you should:

- Be willing to work under my direction

- Have a positive attitude towards disability

- Have a happy and upbeat personality

- Be flexible

- Not drink alcohol when working for me

- Have good general health

- Be a car driver and owner and be able to fit and lift my wheelchair into your boot (essential)

- Be physically able to push me in my manual wheelchair

- Be reliable and punctual

- Be able to work in different settings

- Keep information gained in the course of your employment confidential

- Respect my privacy and that of my family and friends

- Not discuss my household and domestic circumstances with others, other than with my specific permission

- Be able to accept responsibility and work on your own initiative

- Be able to respond appropriately in an emergency

- Have reasonable reading, writing, I.T, and number skills

- Be able to cover holiday and sickness at short notice.