## Job Description

**Job Title** Female Personal Assistant

**Hours** 6 hours per week (to be arranged)

**Area:** Fenham, Newcastle Upon Tyne.

**Rates of Pay** £12.60 per hour

**Purpose of role**

You will be enabling me to get out and about, have fun, socialise, and take part in various activities that I choose. This may include, going out for a drink (I may drink alcohol so you will need to be comfortable with this) or something to eat. I also enjoy going to the Theatre. There is generally no personal care involved in this role during the hours you would work. Good English and listening skills are essential to this role.

**About Me**

I enjoy socialising, going to the pub to watch live bands and listening to music, I enjoy going out for a meal to my favourite restaurants or out for coffee. I also enjoy going to the cinema, theatre and I love travelling. I would expect my PA to be able to book tickets and make reservations for me when required. I love a night at the casino so my PA must be prepared to accompany me to this venue. I also enjoy getting my nails done regularly so I would expect my PA to book my appointments and accompany me to the nail salon.

I have a physical disability which means that I need support in getting around and require support in all areas of daily living. I live with my husband, and I have a grown-up son.

I use a powerchair within the house but when going out in the car I use a manual wheelchair which you will be required to push. However, I am a petite lady and so this shouldn’t be a problem for someone with a good general level of fitness. You will not need to drive as my husband will drop us off and pick us up. He is my personal taxi service!

I require support with feeding and holding my drink.

**Main Duties**

You will enable me to get out to the activities that I chose to do in an evening.

There is generally no personal care involved in this role.

As my Personal Assistant, it is important that you respect my role as your employer and be able and willing to work under my direction. Your job will be to provide the physical assistance I need to enable me to be as fully independent as possible.

You must be willing to learn about your role as my Personal Assistant, be able to respect my privacy and dignity I will require support with accessing social and leisure activities, mobility, and transfers.

You must be able to always maintain confidentiality, in all areas of your work. You do not have to be physically strong to do the job well, but good general health is important and the ability to push my manual wheelchair.

Some of the places I like to go are listed below.

# Social Assistance

* Cinema
* Theatre
* Bingo
* Concerts
* Shopping
* Cafes/bars

You will enable me to carry out any chosen activity whether inside or outside the home, by carrying out any other requests which I may reasonably make.

**Supervision**

As my Personal Assistant you will be directed by and be accountable to me in all aspects of your work. You should also ask what my needs are and listen to my directions and requests.

Training

There are no formal qualifications needed to do this job. For the most part the tasks and assistance involved can be learned through you and I working together.

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

**Personal Assistant Person Specification**

To be my Personal Assistant you should:

* Be willing to work under my direction
* Have experience of working with someone who has a disability
* Have a positive attitude towards disability
* Be flexible, reliable and punctual
* Not drink alcohol when working for me
* Have good general health
* Be clean and tidy
* Be able to work in different settings if required
* Keep information gained in the course of your employment confidential
* Respect my privacy and dignity
* 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 patient when doing repeated tasks
* Be able to respond appropriately in an emergency
* Be sociable and enthusiastic
* Be motivated
* Be friendly
* Be talkative
* Have the ability to break down tasks into simple steps
* Be an effective communicator