**JOB DESCRIPTION**

**JOB TITLE: PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, companionship, domestic and personal care to a senior lady within her home.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will sensitively and compassionately provide a range of personal assistance, companionship and domestic activities.

**HOURS OF WORK:**

23 hours per week, times to be arranged, including weekends.

**BASE:**

Client’s home where she lives in Heaton, Newcastle Upon Tyne.

**REPORTING TO:**

Client’s daughters.

**RESPONSIBILITIES:**

* Provide high quality support and companionship.
* Prepare and assist in cooking meals including batch cooking as and when required and attend to any other light domestic task requirements including laundry and bed changing.
* Support client with tasks relating to personal care.
* Administer prescribed oral medication if required and on instruction from client’s daughters.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in shopping trips or to attend any booked appointments that may occur and accompany the client to explore the local community and attend her place of worship.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client and other members of her family/support team and others involved in her 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.
* 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.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client 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 families who require high levels of support on an individual basis and within a family unit.
* Experience in Dementia care essential.
* 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 license preferred but not essential.
* Satisfactory enhanced DBS check.
* Experience of working in a multi complex needs environment.
* Good level of fitness.
* Able to demonstrate a person-centred approach.
* Some experience of working with senior clients preferred.

**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.
* Accepting of clients Faith and Cultural Values.
* Able to interact in social cultural activities.
* Able to work effectively both as an individual using own initiative and collaboratively as part of a small team.
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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.**