

Job Reference: BTA/SKJ
Job Description and Person Specification

Job Title: Personal Assistant

Hours of work:

- Monday to Thursday 17.30 - 20.00
- Friday 17.30 - 21.00
- Saturday 9.30 - 10.30 and 17.30 - 21.00
- Sunday 9.30 - 10.30 and 17.30 - 21.00

Cover for holidays/sickness will be required Monday - Friday daytime also - times can be discussed with the employer as required.

Salary: Monday - Saturday £8.21 per hour and Sunday & Bank Holidays £9.22

Job Purpose:

You will be responsible for supporting a lady with a visually impairment and fluctuating health conditions with daily living tasks in her own home and in the community. You will be required to assist the lady with personal care, dressing as required, meal and drink preparation, medication, monitoring health and wellbeing, maintaining a clean home and some social support.

Accountable to:

Your employer is the lady you will be supporting.

Overall Purpose of the role:

To assist with daily living tasks in the evenings and at weekends (and holiday/sickness cover during the day Mon-Fri). You will ensure the lady's safety at all times and monitor her health and wellbeing - changes and concerns should be dealt with in accordance to the lady's wishes and direction.

Required Qualifications/Experience

You must:

- Have experience in a caring role
- Be able to identify changes in / concerns relating to health conditions and well being, including drops in blood pressure and blood clots
- Be computer literate
- Be self-motivated and well organised
- Communicate with effectively with others, including the person you are supporting, your colleagues and health and social care professionals
- Have a genuine interest in working within a caring environment

- Be an excellent team player
- Be an independent worker, able to use initiative and self manage time and task
- Be willing to participate in vocational training programmes
- Have a basic understanding of the Health and Safety at Work Act
- Have a basic understanding of Infection Control

Desirable Additional Qualifications, training/certificates:

- Current Manual Handling certificate
- First Aid certificate
- Health & Safety
- Fire Safety
- Food & Hygiene
- Medication
- Able to drive and have access to a vehicle for work (you must have the relevant cover on your vehicle insurance if using for work purposes)
- Experience of supporting someone with / knowledge of the following conditions: Visual Impairment, Neuritis, Sinus Tachycardia, PoTS (Postural Tachycardia Syndrome), BPPV (Benign Paroxysmal Positional Vertigo), Vasculitis, Spondylitis, Asthma, Ulcerative Colitis, Bell's Palsy, Neurological Deficit, Vocal Dysphonia, LPR (Laryngopharyngeal Reflux), Foot Drop.

Training and Development

There is the opportunity for accessing training in areas relevant to your role.

Duties :

Support with:

- Personal care - guide into bathroom, assist onto bath seat. Connect controller to bath chair. Listen out for client when bathing independently - monitor personal pager. On occasions, the client may need support to get out of the bath.
- Dressing when required.
- Be aware of safety at all times - monitor health conditions and react in a calm and efficient manner. Ensure environment is clutter free to avoid trips and falls. Ensure doors and windows are closed and locked at the end of your shift.
- Prepare meals - client is vegetarian and has a reaction to meat products (awareness of cross-contamination is necessary). Chop up hard food into smaller pieces. Ensure plate guard is provided.
- Check for out of date food and inform client.
- Monitor swallowing while eating/drinking/taking medication.
- Prompt and prepare hot/cold drinks - fluid intake required every hour.
- Medication - check that morning medication has been taken, dispense medication as required and monitor that all tablets have been taken, unscrew eye drops so the client can self-administer, record all medication administration on the MAR sheets provided,

inform client when medication is running low so it can be re-ordered. Some medication may need to be left for the client to take later (e.g. in the evening).

- Cleaning - home must be kept clean and dust to a minimum.
- Ensure that all items in the home are kept in the same place, so that they are accessible to the client.
- Ensure emergency items are taken with you when supporting the client to access the community.
- Wheelchair may be needed outdoors.
- Guidance and support with balance when walking in the community.

This list is not exhaustive.

Responsibilities:

Communication - As far as possible resolve any questions regarding the task prior to beginning work. Arrive at the agreed time ready to work. Give notification if you are going to be more than ten minutes late.

It is important to establish a close working relationship when working on a one-to-one basis. If any problems arise it is important to discuss and resolve them as soon as possible. Be as open in your communication as possible.

Confidentiality - As a Personal Assistant you should respect the privacy of the person you are working with. Many problems can arise from casual conversation about the help and assistance you might give. Try to maintain a professional approach at all times.

Attitude - As a Personal Assistant you should appreciate the strains and stresses involved for the employer and the effect that this can have on the acceptance of help. Understand that the preservation of dignity and independence is important to the person you support and their family.

Learning the tasks involved - It is your responsibility to attend the training sessions provided and ensure your skill and competence to undertake the duties are upheld.

Person Specification/Qualities of the Personal Assistant

As a Personal Assistant you should feel confident to ask what your employer's needs are, always to listen to their requests and to interpret them correctly.

Personal Assistants should be able to handle the physical skills of lifting, handling, pushing and bending. The personal assistant does not have to be a strong person physically to do the job well. However, general good health is important.

You should be:

Warm, approachable and professional

Able to communicate well with others, and understand how your communication must change in different circumstances;

Be able to apply common sense;

Calm and well organised;

Open minded;

Reliable and trustworthy;

Able to accept responsibility;

Able to work on own and work with initiative as the occasion arises;

Clean and have no unhygienic habits;

Willing to learn the job well;

Other considerations:

Personal Assistants should respect the relationships of the employer with other household members and with visitors. Joining in at social occasions etc. should be at the invitation of the employer.

Please be aware that spy cameras are in use throughout the client's home to protect the client, her property and possessions. There are no cameras situated in the upstairs main bathroom, which is allocated to carers and visitors.