



Employer ref : 67d1d699 LB

Job Description

Job Title: Personal Assistant

Hours of work: 07.30am to 2.30 / 2.30 to 9.30pm / 9.30pm to 7.30am

Salary: £9.00 to £10.00 per hour

Accountable to: Care Manager

The job description

To work with a named person in their home environment. To provide support as directed in a care plan, more specific details are listed below. You will work as part of a team to ensure that the individual is supported and cared for in a way that promotes maintaining independence, health, and wellbeing in all aspects of life. They will be the center of all you do, in your role. You will demonstrate utmost dignity in the provision of care, show respect for the home and others invited in by the customer and or family. It is a unique role that will form strong relationships and bonds, therefore the ability to remain professional, focussed, and adhere to confidentiality is most important.

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 will receive bespoke training to ensure you are supported in your role to provide an excellent standard of care.

Elements of the support

- 1:1 support 24 hours per day 7 days a week. Flexible working shifts.
- Support with personal care including bathing, hair washing / brushing, cleaning teeth, cutting nails, grooming.
- Monitor and maintain skin integrity.
- Giving a choice of appropriate clothing to suit the weather and occasion, guidance with dressing and undressing.
- Assistance with diet relating to promoting a healthy and vegetarian lifestyle.
- Planning meals and completing the shopping together
- Using a timeline to provide current and next activity.
- Plan activities of his choosing with guidance
- Supporting him to manage his own stress levels and aid relaxation techniques.
- Monitoring of general health and wellbeing, daily record keeping as such.

*This list is not exhaustive.

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Required Experience

- Excellent communication skills - Ability to adapt the way you communicate based on whom you are communicating.
- Excellent time keeping
- IT skills
- Excellent team player.
- Willingness to participate in training programs.
- Basic understanding of Health and Safety.
- Ability to cook and follow the Swallowing protocol provided.

Desirable Qualifications:

- NVQ or equivalent in Health & Social Care
- Understanding and awareness of working with a person on the Autistic Spectrum
- Managing a person's OCD
- Moving & handling
- First Aid certificate
- Infection Control
- Health & Safety
- Fire Safety
- Food Hygiene
- Medication
- Safeguarding

Other considerations:

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

Declaration of Acceptance:

I have read the above **Job Description**, and understand the job purpose, duties and agree to work by them.

Employee Signature:

Date:

Employer Signature on behalf of Salvere Support Ltd :

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