

Employer ref :
Job Description and Person Specification

Job Title: Personal Assistant

Hours of work: Variety of hours over 7 day and 7 nights

Salary: £8.91 to £9.50

Accountable to: Care Manager

Job Purpose:

Required Experience

- Must be self-motivated and well organised.
- To be able to communicate effectively with colleagues and health professionals.
- Genuine interest in working within a caring environment.
- Excellent team player.
- Independent worker, able to use initiative and self manage time and task.
- Willingness to participate in vocational training programmes.
- Basic understanding of the Health and Safety at Work Act.
- Basic understanding of Infection Control.

Desirable Qualifications:

- NVQ or equivalent in Health & Social Care
- Understanding of high autism
- Current moving & handling certificate
- First Aid certificate
- Infection Control
- Health & Safety
- Fire Safety
- Food & Hygiene
- Medication

Training and Development

You will receive full training in all aspects of duties including

- The care Certificate
- Understanding autism

You will be supported and encouraged to undertake role specific training and education opportunities to develop your skills further. You are required to undertake all mandatory training relevant.

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Duties :

- Personal care promoting Independence
- Support to attend different social events
- Support to travel to, and attend appointments.
- Provide good boundaries.
- Monitoring of general health and wellbeing, daily record keeping as such.

*This list is not exhaustive.

Responsibilities:

Care Delivery - You must at all times work to the care delivery plan which has been developed with the individual needing care, families, healthcare professionals, and the Care Coordinator at Salvere Support Ltd

Communication - professional and clear communication with the person you are supporting and with your employer. 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.

Time keeping - good time keeping is essential to the smooth running of the package. Give notification if you are going to be more than ten minutes late.

Confidentiality - always respect the privacy of the person you are working with. To maintain a professional approach at all times. Never discuss the person you support outside the home or working environment.

Attitude - Positive, upbeat attitude is vital.

Learning - It is your responsibility to attend the training sessions provided and ensure your skill and competence to undertake the duties are upheld. All Personal Assistants will also be required to attend training in the Care Certificate

Person qualities of the Personal assistant

As a Personal Assistant you should feel confident to ask what your employer's needs are, always listening 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

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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

Other considerations:

Personal assistants should also 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.

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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