

Employer ref: PHB/JKM/JB/LANCS
Job Description and Person Specification

Job Title: Personal Assistant

Hours of work: 20 hours a week and 1 night (10pm - 8am sleep in)

Salary: £9.50 per hour and £87.98 per night

Job Purpose:

You will be responsible for fully supporting a physically disabled young lady who is wheelchair dependent and has some short term memory issues who lives in her own home in Coppull, Chorley. This lady needs positive encouragement with all aspects of decision making.

Accountable to:

The Employer

Overall Purpose of the role:

To help this lady to maintain her independence by fully supporting with daily activities. This includes all aspects of personal care, encouragement with decision making, meal preparation, household chores, escorting to appointments and supporting with social and outdoor activities.

Required Qualifications/Experience

- Be a qualified driver, with the confidence and ability to drive the employer's vehicle.
- Must be self-motivated and well organised.
- Able to communicate effectively.
- Have a genuine interest in working within a caring environment.
- Be an excellent team player.
- Be able to work independently, able to use initiative and self-manage time and tasks.
- Enjoy music quizzes, going to the theatre and varied outings.
- Have a good sense of humour!

Training and Development

Full training will be given. This includes: Moving and handling, food hygiene, maintaining skin integrity.

Tasks :

- **Supporting with all aspects of personal care**
- **Meal preparation**
- **Shopping**
- **Escorting to and supporting with social or outdoor activities**
- **Household chores**

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.

Learning the tasks involved - It is your responsibility to attend all training sessions provided to 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 listen to their requests and to interpret them correctly.

All aspects of Moving Handling skills are essential !!!

Moving & Handling training will be given on site bespoke to the Employer needs.

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;

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;

Willing to learn the job well;