

444MBA Personal Assistant Job Description

The aim of the job is to provide support and assistance to a young woman with complex health and care needs, physical, postural and visual difficulties. The young woman uses a manual wheelchair for her mobility. The young woman lives in the family home with her parents, is very sociable and has good communication skills. She enjoys and participates in work, leisure, social and learning activities. These activities provide support, offering opportunities to be involved in the wider world, enabling her to maintain a positive attitude to life and her emotional, physical, and mental wellbeing.

The young woman is determined to fulfil her ambitions to engage in any opportunities available which will enrich and fulfil her life.

A Personal Assistant is employed to support and enable her to live her life the way she chooses whilst at the same time giving her guidance and support to make safe decisions.

Getting the right assistance when she needs it will allow her to lead her life more confidently and independently. A Personal Assistant will enable her to do this by listening to the guidance from the young woman, her parents and her senior PA, following any instructions along with spending time to get to know her. The job involves assisting her with a variety of tasks. Like most people, her day varies so it is difficult to list every task that is expected of a Personal Assistant. Due to her complex health (including Epilepsy) and care needs it is vital that an employee has good communication and listening skills.

After a period of familiarisation with the duties, you will be required to assist her with the following tasks, without close supervision from her parents. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of her own and her parents' wishes and to ensure that her physical and emotional needs are met at all times.

A small team of PAs and a Senior Personal Assistant are already employed. The job involves working as part of a small team, with 2:1 support required for all transfers, hoisting, moving, positioning and repositioning of the young woman. A minimum level of 1:1 support is required throughout the day. 2:1 overnight support is also required for holidays and short breaks. The use of either a ceiling track or mobile hoist is required for all transfers with her own specialist toileting sling and a universal sling for transfers.

The ability to undertake moving and handling duties throughout the day is required of the role. Moving and handling experience is preferred, although training will be provided.

The young woman has a comprehensive care plan, including, Stoma care, positioning advice, foods to avoid list etc that needs to be adhered to.

The job requires you to provide support and assistance with the following tasks and to enable her to be safely involved and independent as possible with tasks.

Personal Tasks

She requires full assistance with all aspects of personal care, to include:

- Getting in and out of bed
- Showering/bathing
- Stoma care
- Use of toilet/commode, including personal hygiene
- Dressing and undressing
- Brushing hair and teeth
- Personal appearance

To include:

- Administering of medication
- Assistance with eating and drinking e.g., cutting up food, pouring drinks
- Support with maintaining a healthy balanced diet in accordance with her Individual needs

Domestic Tasks

- Preparing and cooking food
- Washing dishes and general cleaning of kitchen area
- Personal laundry
- General cleaning and tidying of bedroom and bathroom
- Assistance with shopping/online shopping

Independent Living Skills

- Travelling safely either in her own W.A.V. or using public transport
- Budgeting and money skills
- Communication
- Someone who keeps her safe and shows her how to keep safe herself

Social Tasks

- Develop and maintain new and existing leisure, work, and social activities
- Support and assistance to go to bars, cinemas, theatres, restaurants, events.
- Support and assistance to interact with her family, friends, work colleagues.
- Assistance with shopping, essential or for pleasure
- Assistance with correspondence e.g. phone calls, messages, emails etc.
- Assistance with other leisure activities e.g. art & crafts, music, reading etc.
- Support and assistance in the Hydrotherapy pool (2:1 support/weekly session)
- Support to use her Ipad/mobile phone to access messages, social media etc.

Other Tasks

- Ensure both her iPad and mobile phone are always fully charged.
- Ensure she always has access to her mobile phone.
- Driving of her wheelchair accessible vehicle.
- Any other reasonable task

Personal Qualities

The young woman is looking for a Female Personal Assistant who is friendly, approachable, with a 'can do' encouraging attitude and a good sense of humour. They must be reliable, trustworthy and punctual.

It is important that an employee is aware of and sensitive to her needs.

As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship. A positive attitude and the ability to remain calm in stressful situations are essential.

The Post

Days and times are flexible and to be arranged with the employer.

Some weekend, evenings and overnight support is required.

The rate of pay will be £12.00 per hour and £40 per sleepover (11pm – 7am)