

Employer ref: JYMO/476b
Job Description and Person Specification

Job Title: Personal Assistant

Hours of work: 6 hours a week, flexible working

Salary: £9.79 per hour

Job Purpose:

To help this woman increase her social activity and independence.

Accountable to:

Your employer is the woman's brother.

Overall Purpose of the role:

You will be supporting a woman in her 50s with learning disabilities to maintain her independence, by helping her to find social activities to take part in and to explore the neighbourhood. You will also be helping her to keep active and helping her with tasks she finds difficult to complete on her own.

Required Qualifications/Experience

- Must be self-motivated and well organised.
- Genuine interest in working within a caring environment.
- Independent worker, able to use initiative and self-manage time and task.

Desirable Additional Qualifications, training/certificates:

- Driving licence and access to a car
- Understanding of learning disabilities and disabilities in general.

Training and Development

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

Duties :

- Support the client to access the community, e.g. local groups/clubs.
- Help to build confidence and independence.
- Encourage and assist her when taking part in activities and tasks.
- Use your initiative to discover new places to go and activities to take part in.
- Help the client to meet new people and develop both new and existing relationships.
- Be able to identify any risks or issues that may affect her and her wellbeing.
- As her needs may vary from day to day, your tasks will reflect this. You may be required to perform any other duties as is reasonably required.

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 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. 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 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;

Punctual, reliable and consistent – it is very important that you are on time, and can be relied on to keep appointments. If you are going to be late or cannot make an appointment, you need to give as much notice as possible.

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 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.