## Job description and person specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Newbiggin by the sea

# Hours of work:

1 hours per week

4 x 15 minute telephone calls Saturday/Sunday AM/PM

# Rate of pay: £10.42 per hour

# Job purpose:

To provide a listening ear, encouragement prompting and support.

The role is very much about supporting me to do things rather than doing things for me.

# About the employer:

I live in the seaside town of Newbiggin by the Sea. I have a dog who is friendly.

I am looking for someone who can provide encouragement and motivation to enable me to leave the house and help to reduce the isolation that I currently experience.

I am looking for someone who has experience of supporting people who have depression and anxiety, this may be formal or informal experience.

# Your role will support me to

* Call me at the times agreed on a weekend to provide a listening ear.
* Provide support and encouragement.
* Prompt and encouragement to shower

You will also be providing me with company, motivation, and encouragement whilst I do the things that are needed within the home.

# Type of person I am looking for:

**Values**

* You will be kind, honest, reliable, punctual, non-judgemental,
* You will have the ability to build good relationships based on trust and respect
* You will be flexible, adaptable, easy going, able to work alone, positive,
* You will understand equality and diversity
* You will have a good sense of humour.
* You will be someone who is easy to talk to
* You will be a good listener
* You will be encouraging and able to motivate

**Specific requirements**

* You will have an understanding of depression and anxiety this may be through personal or professional experience, or you may have had experience in providing support formally or informally for example to a family member.
* Due to the nature of the role only female applicants will be considered.

# What you can expect to receive:

* A friendly working environment
* Some flexibility in and times of shifts
* Ability to work from home to do the phone calls
* 5.6 weeks annual leave