**Main Duties**

* To plan activities with me on a weekly basis, considering how I may be feeling at the time
* Support me in accessing my local community or events, I may want to go to the cinema or to town or to a show.
* Ensure my safety at all times enable me to develop confidence in socialising, travelling and being part of my local community
* Work alongside my family and have a flexible approach to your work
* Enable me to plan and set goals
* Support me to develop my independent travel skills and life skills
* Support me in preparing meals, or preparing meals for me
* Assist me, when required, to carry out personal care tasks
* Support my personal hygiene, if I am particularly unwell, I will need you to prompt me and help me.  It is extremely important I conserve my energy and I will prioritise what I do
* On days where I am feeling very unwell, I will not be able to go out of the house.  On these days, please visit and provide me with a drink and a snack and ensure my safety
* Communication with my mum will be essential in the role

**Person Specification – Personal Assistant**

To be my Personal Assistant you should:

* Have a positive attitude towards disabled people
* Have an understanding of ME and severe ME
* Be patient
* Be enthusiastic about your work
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility
* Have and use your own initiative and common sense
* Be clean, tidy and have excellent hygiene
* Be prepared to be trained
* Be willing to work under my direction and instruction
* Be willing to work in a family setting around other young people
* Be confident
* Be comfortable in the use of the internet, social media, blogs, You Tube etc.
* Be comfortable asking questions if you are not sure
* Know how to follow a confidentiality policy
* Not smoke whilst you are at work
* Have a full UK Driving Licence/use of transport