**Job Description**

**Job Title** Female Personal Assistant/Support worker

**Hours 30 hours per week (to be negotiated)**

 Joining a Team of Personal Assistants covering a 24/7 Rota. Night shifts included.

**Rates of Pay £15 per hour**

**Double time on Christmas day and New Year’s Day**

**Location Newcastle based**

**Purpose of Job**

I am a wheelchair user, and I require 24-hour assistance with all aspects of daily living to support me with an active work, family and social life.

Personal Assistants (PAs) are integral to every part of my life, and I truly value the work that you do. By providing assistance at the right time as requested, I am able to lead an individual and independent lifestyle.

Respecting my autonomy, privacy and dignity is at the core of your work. You must be able to maintain confidentiality in all areas of your work.

Good general health is important as this is a physically active role.

A clean driving license is essential.

**Supervision**

All personnel issues will be negotiated through me.

As my Personal Assistant you will be directed by me and be accountable to me in all aspects of your work.

I ask that you respect my individuality and personal way of undertaking tasks.

You must be extremely reliable and be able to work flexible hours, sometimes at short notice.

Shifts are given in a rota, but all my team are expected to help covering sickness and holidays.

**Main Duties**

The tasks are multiple and varied and they are based around my home, social and work life. As my needs will vary and evolve, it is important that you are flexible about what the task involves and agree to undertake other reasonable personal assistance that I require. Tasks include:

**Personal Assistance**

* Assist me to get in and out of bed
* Personal care tasks including toileting, dressing and showering
* Assistance with all transfers
* Assistance with simple physio exercises

**Domestic Tasks**

* Cooking
* Domestic duties including cleaning washing, ironing and general housework
* Shopping
* Maintenance of garden and patio areas
* Support with pet care

**Social Activities and Work activities**

* You will be required to drive my adapted vehicle
* You will assist me with transfers in and out of the vehicle
* You will assist me attending social outings and health/medical appointments
* You will be required to assist me with work activities
* You will be required to travel outside of Newcastle to assist me with work and social activities including holidays abroad

**Training**

There are no formal qualifications needed to do this job. I am the person best qualified to know what my needs are and how they are best met. The tasks and assistance involved can be learned through you and I working together.

Where it is required, such as in Health and Safety matters, practical training and guidance will be arranged, and you will be expected to attend.

The post is subject to satisfactory Enhanced DBS checks and references.

**Person Specification**

**To be my Personal Assistant you should:**

* Be able to work as part of a team of Personal Assistants who work a combination of mornings, afternoons and evenings, either in my home or accompanying me out at social settings or at work. This can sometimes involve working away from Newcastle, including abroad.
* Be willing to work under my direction.
* Have a positive attitude towards inclusion.
* Be flexible, reliable and punctual. It is vital that you arrive for your shift promptly and inform me if you are unable to work for any reason so that I can arrange cover.
* Not smoke in my home/presence.
* Not drink alcohol or use drugs when working with me.
* Have good general health.
* Be clean and tidy.
* Keep information gained in the course of your employment. confidential and not discuss my household and domestic circumstances with others, including other staff.
* Respect my privacy and dignity and that of my family and friends.
* Be able to accept responsibility and work on your own initiative.
* Be patient and provide a calm and consistent approach.
* Be able to respond appropriately in an emergency.
* Have at least basic reading, writing and number skills.
* Hold a driving licence and be willing and able to drive my adapted vehicle.
* Be open-minded and empathetic, being able to see things from other people’s perspectives and to work in a variety of situations and environments.
* Take pride in your own work, which will include good timekeeping and perseverance.
* Be self-motivated and be able to take a proactive role when required.