**JOB DESCRIPTION**

**JOB TITLE: FEMALE PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, care, and companionship, to a vulnerable lady who has a brain injury, mobility issues and PTSD Anxiety.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will patiently and compassionately provide a range of social assistance, personal care, domestic tasks and companionship.

**HOURS OF WORK:**

22 hours per week to be arranged on interview flexibility essential.

**BASE:**

Client’s home where they live in Newcastle Upon Tyne.

**REPORTING TO:**

Client/clients mum.

**RESPONSIBILITIES:**

* Provide high quality support, domestic tasks, personal care, and companionship.
* Assist and accompany client in their chosen activities including cooking and social activities.
* Accompany client to the gym or on planned events.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in and enjoy social and recreational activities. This will require transporting the client via car to their chosen destinations and using their wheelchair.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Ensure the client secures their home when going out and has the relevant items they may need for any journeys, then ensure they bring back any items they have taken out with them.
* Communicate effectively with the client, other members of their support team and others involved in their daily activities.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* Respect the client’s choices and the way they manage themselves to maintain their independence.
* Preserve dignity and support the client in maintaining as much independence as possible.
* Establish a close working relationship on a one-to-one basis and discuss and resolve any problems as they arise with the client and client’s support network.
* Be open in communication.
* Respect and take care with the client’s home, possessions, and equipment.
* Due to allergens this is a non-smoker vacancy.
* Alcohol and the consumption of alcohol or the influence of alcohol or any other mind-altering substances are not permitted at any time whilst on shift-this includes when out on social excursions.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client or client’s family member if you are going to be late or absent.
* Personal mobile phones should only be used in emergency situations when on duty or for communication purposes with the client if instructed to do so from the client.
* The client’s needs may vary daily and over time, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Previous experience of working with brain injuries/trauma which require high levels of support on an individual basis.
* Ability to demonstrate knowledge of brain trauma.
* Ability to assist with physical disability needs.
* Previous experience of working within a home setting.
* Able to demonstrate good understanding of the need to apply and follow safe working practices.
* Excellent communication and observational skills, including technology gadgets.
* Reliable work record.
* Car driver with Full clean UK Driving Licence (Essential)
* Satisfactory references and enhanced DBS check.

**Please Note – full training will be given to support successful candidates to provide the specific care required for the client as well as ongoing updates where required.** |
| **Personal Requirements** | * Caring,kind and compassionate.
* Patient, motivated and enthusiastic.
* Good sense of humour, light-hearted in manner and innovative around activities.
* Sound common sense.
* Willingness to always act in the client’s best interests.
* Punctual and reliable.
* Able to work effectively both as an individual using own initiative and collaboratively with client, client’s mum/support network.
* Good level of fitness to accompany client on outings which may/will require a wheelchair.
* Ability to use and guide the client to utilise technology gadgets.
* Manual Handling
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This post is exempt under the Equality Act 2010 schedule 9 paragraphs 1 – 4.

**At the time of starting their employment, the successful candidate must have permission to work in the U.K.**