**Job Description**

**Job Title** Personal Assistant

**Hours** 23 hours per week to be used flexibly Monday to Saturday

**Rate of Pay** £13.40 per hour

**Purpose of Job**

My name is Colin Palmer. I am a disabled man who needs some assistance with some aspects of daily living. I live in my own home with my wife and need some support to maintain my independence. I have a long-term health condition and have developed strategies to enable me to manage my condition and therefore it is very important that as my Personal Assistant you respect these strategies.

As my Personal Assistant your job will be to provide the domestic and social assistance that I need to enable me to live in the way which I want to. My personal assistant will work under my direction to meet my needs and will be accountable to me in all aspects of your work. You should always ask first what my needs are and should always listen to and act on my requests and directions. I prefer that my assistance is given by someone who must be reliable and able to work flexible hours. They must also be able to respect my privacy and have an understanding of the need for confidentiality in all areas of their work.

Good general health is important as I need help with everyday lifting and carrying.

My personal assistant will also provide some relief for my wife and assist her with some household tasks and shopping.

**Main Duties**

My Personal Assistant will be expected to do the following tasks. Some tasks are daily, others weekly or monthly.

As my needs will vary it is important that the personal assistant is flexible about what the work involves and agrees to undertake any other reasonable Personal Assistance tasks that I request.

# Personal Assistance

* Assisting with preparing and cooking meals and drinks
* Shopping and assistance with shopping
* Fetching and carrying
* Ensuring I take my medication

# Domestic Assistance

The following tasks on a weekly basis

* General Housework
* Shopping

**Social Assistance**

* Accompanying me to places I wish to go

**Other Assistance**

* To be driven by you in your car or me in mine depending on how my health is
* To be on hand/near by at all times.

Enabling me to carry out any chosen activity whether inside or outside my home, and by carrying out any other requests which I may reasonably make.

Training

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

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

**Personal Assistant Person Specification**

To be my personal assistant you must:

* Be willing to work under my direction
* Be non judgemental, respecting everyone’s beliefs and lifestyle choices.
* Be able to remain close by at all times when working for me.
* Have good communication skills
* Have a positive attitude towards social inclusion
* You must not smoke in my presence (a non smoker is preferred)
* Be confidential in your work and understand the importance of this.
* Be patient when doing repeated tasks.
* Not drink alcohol when working for me
* Be a driver and have a clean driving licence
* Have good general health
* Be reliable and trustworthy
* Be a good time keeper
* Be able to work at short notice
* Be able to work in different settings
* Be able to accept responsibility and work on your own initiative
* Be clean and tidy to my specification
* Have at least basic reading, writing and number skills
* Be flexible

**You do not need any formal qualifications but you must be willing to learn how to do the job under my direction.**