## Job description

Job title: Female Personal Assistant (PA)

Location: Harrogate (2 miles outside)

# Hours of work:

Hours will be discussed in greater detail at interview stage.

# Rate of pay:

£15 per hour

# Job purpose:

To support with a variety of tasks which will assist the person who needs care and support to live their personal and social life according to their wishes and interests.

In addition to this, to provide respite support to family members.

# About the employer:

A female personal assistant is required to support a very sociable, young female in her early 30’s who has Di-George syndrome. PA’s will provide support and friendship as well as respite for family members. The role itself involves a variety of tasks including personal care, social tasks and overnight support. Her hobbies include spending time doing crafty things, listening to music, watching movies as well as going to the seaside.

# Main duties

Social duties:

Enable her to get out and about in the community.

To maintain communication with appropriate family members.

Enable access and support of activities of their choice.

Supervise at all times to ensure safety is maintained.

Ensuring opportunities for a fulfilled life are maximised.

Support pushing wheelchair when out in the community.

Personal care:

Administer medication as per instruction.

Support with hair washing, teeth brushing and dressing.

Other personal care support as required.

Domestic duties:

Food preparation and cooking healthy meals.

Ensure a safe environment is kept before, during and after overnight stays.

These duties may vary from day-to-day and other tasks may be required in line with the details of the care plan.

# Type of person that they are looking for:

Candidates must be female due to personal care requirement of the role, with experience of working in the social care sector who can build a strong relationship with the whole family and who can offer flexibility with the support they give. Successful candidates must have a clean driving licence and their own vehicle and be willing to learn and understand Di-George syndrome.

# Skills, qualifications and experience

**Essential**:

* Driver with clean driving licence, own vehicle and appropriate insurance
* Patient
* Kind & caring
* Easy going
* Strong communicator
* Good time keeping
* Reliable
* Creative
* Flexible
* Understanding
* Experience working in the social care sector.
* Good at building relationships
* Positive outlook

**Preferred**:

* An awareness of Di-George syndrome.
* Comfortable around dogs and cats.
* Professional experience administering medication.

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