**Job Title:** Personal Assistant

**Location:** Kenton, Newcastle upon Tyne

**Hours:** 32 hours per fortnight (including weekend shifts)

**Rate of Pay:** £11.44 per hour

**Driver Required:** Yes, preferably with a clean UK driving licence

**Overview:** We are seeking a compassionate, reliable, and motivated individual to join our small, close-knit team of Personal Assistants supporting Louise, who has complex health issues. Louise is a vibrant and fun-loving individual who enjoys a good laugh, watching films, and documentaries. You will be part of a team that helps by providing practical, personal, and emotional support. This includes tasks such as general household duties, cooking, personal care, caring for pets, as well as accessing the community for social activities.

**Key Responsibilities:**

1. **Assistance with Home Management:**
	* Help ensure the smooth running of the household, ensuring it remains safe, organised, and clean.
	* Provide domestic assistance such as cleaning, tidying up, laundry, and other housekeeping duties.
2. **Meal Preparation:**
	* Prepare meals as required, taking into consideration any dietary needs or preferences that Louise may have.
	* Help with the cleaning up after meals.
3. **Personal Care Support:**
	* Assist with personal care tasks such as bathing, dressing, and other hygiene needs in a respectful and dignified manner.
	* Ensure Louise is comfortable and well-cared-for at all times.
4. **Shopping Assistance:**
	* Help with grocery shopping and any other essential errands.
	* Accompany Louise to local shops.
5. **Appointment and Event Accompaniment:**
	* Accompany Louise to medical appointments, social events, and activities as required.
	* Provide assistance and support during outings, ensuring her safety and comfort.
6. **Pet Care:**
	* Help care for Louise’s pets, including 2 dogs and 1 cat. This may include feeding, walking, and general pet maintenance.
7. **General Support and Communication:**
	* Foster a positive and supportive environment with Louise, encouraging her independence and maintaining her dignity.
	* Be prepared to work collaboratively with other team members to provide the best care possible.
	* Communicate effectively with Louise, her family, and other team members to ensure continuity of care.

**Working Hours:**

* The role involves 32 hours of work every fortnight, including a night shift over that weekend.
* Additional shifts may be available to cover for annual leave and other absences.

**Skills and Qualifications:**

* No prior experience is required, as full training will be provided.
* Confidence in administering an injection during an emergency.
* Knowledge of Tandem G6 would be advantageous but training will be provided.
* Must be able to work independently and as part of a team.
* Strong communication skills are essential to ensure effective interaction with Louise, her family, and the team.
* A good sense of humour and the ability to engage with Louise in a positive manner is highly valued.
* A valid UK driving licence is required, as driving to appointments, errands, and events will be part of the role.

**Personal Attributes:**

* Compassionate and empathetic with a caring nature.
* Reliable and punctual.
* Flexible and adaptable to changes in routine.
* A proactive and problem-solving approach.

**Benefits:**

* Full training and ongoing support.
* A chance to make a real difference in someone’s life.
* A friendly and supportive team environment.
* Option to take on extra shifts during staff holidays.