**Job Description**

**Job Title** Personal Assistant/Support worker

**Hours** 4 hours per week Saturday 9pm to 1pm

**Rates of Pay** £13.50 per hour

**Location** Walker

**Purpose of Job**

The role is about enabling and supporting me to attend various activities, maintain my confidence and to provide practical help within my home.

You will also support me to complete any paperwork and provide support around household admin tasks.

It is important that you are flexible and that you can work under my direction.

**About Me**

I am passionate about getting the voice of disabled people listened to. I work for Inclusion North as a leadership coach and have recently been working with a project called bring change to the board.

I lead a group called the Women’s Zone and I am part of the special Olympics swimming team.

I love football and I am an active member of the Newcastle United Disabled Supporters Association.

I love to socialise, enjoy playing bingo attending drama clubs and am a member of my local swimming world**.**

**Main Duties**

**Domestic Assistance**

I require support in keeping my flat clean, I am unable to do activities that require bending and lifting.

I require support in meal planning, shopping, and cooking.

You will be expected to do some of the following each week:

* Planning healthy meals with me
* Writing shopping lists
* Accompanying me shopping
* Preparing meals and cooking with me
* Batch cooking and freezing meals
* Household cleaning
* Washing
* Changing beds

**Social Assistance**

* Support me to go to the activities I choose to do.
* Accompany me swimming. When I go swimming you will not need to get into the pool, if you are not comfortable, but you will need to be on the side to time my lengths.
* Support me to try out new activities that I want to do.
* You will give me support when going up and down stairs, on and off buses. This is usually down by linking my arm.

**Other tasks**

* Support with household admin tasks.
* Support to complete application forms.
* Guidance and support in preparing for interviews.

Any other requests which are reasonably made.

Training

There are no formal qualifications needed to do this job.

**Person Specification**

To be my Personal Assistant you should:

* Have some experience of working with disabled adults
* Be an encourager
* Have a positive attitude towards disability
* Be willing to work under my direction
* Be able to work flexibly to meet my needs
* Be a non smoker
* Not drink alcohol when working for me
* 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 respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Respect my privacy and that of my family and friends
* Be patient when doing repeated tasks
* Have good basic reading, writing and number skills
* Be confident in form filling

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

An enhanced DBS will be need for this role.