

Job Description – DE132

PLEASE NOTE – WHEN COMPLETING THE APPLICATION FORM IT IS ESSENTIAL THAT THE REFERENCE NUMBER IS INCLUDED ON THE FORM. IF THE REFERENCE NUMBER IS NOT COMPLETED, THE APPLICATION WILL BE REJECTED

This post will require you to work as a Personal Assistant to a disabled lady living in the Ripley area.

The vacancy is for between 1 and 3 hours up to 4 days a week.

Flexibility is essential as the exact number of hours will vary from week to week.

£8.00 per hour

You will be required to assist with:

Domestic Tasks:

- Preparation of meals, drinks etc as needed.
- Dealing with mail and paperwork and completion of forms
- Paying bills, fetching prescriptions, groceries and similar as needed.
- Emptying and cleaning of commode
- Occasional care of guinea pig

Own car is essential as you will be required to drive the employer as required.

General Information.

It is the job of the personal assistant (pa) to assist the employer in all areas of personal and domestic need, and to act as a driver, an escort and aide in the person's social and day to day activities.

Traditionally, people have been 'cared for' and looked after by 'carers'. Your job as a P.A. is not to **care** for or look after the employers but to provide appropriate

assistance at the right time, thereby facilitating them to take control over their lives, and to increase independence.

The P.A. should understand their role in facilitating the self-defined needs of the person. They should always ask what the employer's needs are and listen to the requests and directions given.

P.A's should be able to handle the physical skills of lifting, pushing and bending. One does not have to be a strong person physically to do the job. However, general good health is important.

Personal Qualities.

A personal assistant must be:

- Trustworthy
- Reliable and Responsible
- Discrete and respect the importance of confidentiality
- Conscientious
- Responsive to instructions
- Capable of taking a back seat
- Sensitive and observant enough to know when their assistance is needed
- Flexible and adaptable
- Lively and outgoing with a good sense of humour
- Patient and tolerant of other's difficulties.
- Able to recognize the boundaries of the role and to remain within these

Personal Assistants Responsibilities.

- Arrive at the scheduled time, ready to work. Notify if you are going to be arriving late when possible, give advanced notice of holiday leave and whenever possible sick leave. **Punctuality and reliability are essential.**
- If problems or queries arise, it is important to discuss and resolve them immediately with the individual and with his carers, when working on a one to one basis, it is important to be as open in your communication as possible.
- Since you will have access to confidential information concerning all aspects of the person's life, it is important that you respect the privacy of the person you are working with. Try to be discrete and professional at all times.
- Respect the lifestyle, routine and opinions of the person with whom you work. Do not interfere or impose your own judgments and opinions unless requested to do so. Remember, your job is to enable the person to lead an independent lifestyle of **their** choosing.

- Assistants should respect the possessions and home of the individual; your 'workplace' is their home. Use of the telephone, heating etc is at the individual's prerogative.

Learning the Job.

The employer is the person best qualified to know what their needs are and how they can be best assisted. The best way to learn the tasks involved is by listening to the employer's requests, by working with his carers and asking for guidance when necessary. Most difficulties can be resolved by the personal assistant and the employer working together.