

## Job Description – DE148b

**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 man living in Belper, Derbyshire. The vacancy is for up to 45 hours per week to provide maternity cover. Shifts: 7:00am to 2:30pm / 2:30pm to 10:00pm / 10:00pm to 7:00am.

Flexibility is a key requirement as you may be required to work extra days to cover when other staff are off.

£8.50 - £9.34 per hour. Bank holiday working may be required, and this is paid at the standard rate.

Being a car driver is an advantage due to the location. A CRB check and references will be required and in all cases, cross-checked.

The post is to support the employer with personal and domestic care. Experience is desirable but not essential as full specialist training will be given to the successful applicant. Carers will work closely and train alongside senior figures in the neurological rehabilitation field.

Duties will include:

### **Personal Care:**

- Assistance getting in and out of bed
- Assistance getting dressed and undressed
- Assistance with toileting
- Assistance with showering

### **Domestic Care**

- Making beds, changing sheets as needed
- Helping to keep the house tidy and free from hazards
- General household cleaning - vacuuming and dusting as needed

You will need to provide support with all aspects of daily living. You will be expected to enable and encourage the client to be involved and active in daily living tasks and therapy - To promote independence.

## **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, 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 and asking for guidance when necessary. Most difficulties can be resolved by the personal assistant and the employer working together.

### **PLEASE NOTE:**

**Derbyshire Coalition for Inclusive Living will NOT be your employer – you will be employed by an individual disabled person. DCIL acts as an agent to distribute application forms on behalf of disabled people, but has no part in selection or short listing of applicants. DCIL is unable to answer questions about when or how applicants will be selected or when interviews will be held.**