

# Job Description DE213

**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 Doveridge (Uttoxeter area). The vacancy is for 3 separate posts each of 7 hours per week:

Post 1 - Mondays 9.30a.m - 4.30p.m

Post 2 - Wednesdays 9.30a.m - 4.30p.m

Post 3 - Fridays 9.30a.m – 4.30p.m.

**£8.50 per hour**

Experience is not necessary as in house training will be given.

Some flexibility will be needed as you may need to be able to work extra days or hours when needed and to cover when other staff are off. E.g. Every 8 weeks there is a particular hospital appointment on a Tuesday so a Wednesday is swapped.

**Must be an experienced driver.** A clean license is essential, with no points. Both parts must be shown as insurance is provided ( does not cover lost keys or unlocked vehicle). The vehicle is a manual Renault Kangoo adapted for rear wheelchair access. You will be shown how to operate the ramp, winch and wheelchair securing straps. Security is paramount.

## **General Information**

It is the job of the personal assistant to assist the employer in all areas of personal and domestic needs and to act as driver 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 and privacy
- Conscientious and willing to learn the job
- 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
- Punctual
- Clean and hygienic
- Security conscious
- An animal lover

### **Personal Assistant's Responsibilities**

- Arrive at the scheduled time, ready to work. Notify if you are going to be arriving late when possible, give at least 4 weeks advanced notice of holiday leave and whenever possible sick leave
- N.B only SSP is available. Holiday pay is the usual 5.6 weeks ***pro rata***.
- **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.
- You are not employed as a companion
- 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.
- No personal phone calls at work – please switch off mobile 'phone
- Understand the inappropriateness of bringing personal problems to work
- Become familiar with the job description details
- Respect that this is a non-smoking working environment
- Please do not answer the door or telephone on the employer's behalf

Duties will include:

### **Personal Needs**

- Some minor assistance with dressing and undressing
- Some assistance with foot care

### **Domestic**

- Light household duties; Vacuuming, dusting, hang washing out, ironing, change bed, mop , clean windows and generally ensuring house is clean and hazard-free etc.
- Cooking pasta
- Assistance with grocery and other shopping, collect prescriptions
- Putting out rubbish for collection
- Take recycling
- Sweep up leaves, water outside plants, mow tiny lawn

### **Social**

- Driving the employer to and from meetings and appointments
- Assistance with getting to and from, in and out of transport

- Providing support outside the home e.g. pushing wheelchair
- Generally helping to make trips outside of the home go smoothly
- Accompany to social events, meetings, appointments and on shopping trips etc. When meeting friends etc you will do other tasks
- Cinema – 15s or 18s. Orange Wednesdays where possible

### **General**

- Clearing snow from pathways etc. to enable the employer to get out safely
- Enabling the employer to carry out their chosen activity whether inside or outside of the home by carrying out any other request which may be reasonably made.

### **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 disabled persons requests and asking for guidance when necessary. Most difficulties can be resolved by the personal assistant and 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.**

I ask shop assistant a question. She/he answers to you to avoid dealing with me. What do you do? (please tick one)

- a. translate for me in case they haven't understood my speech or are uncomfortable
- b. say "she's not simple, you ignorant git" & stomp off with me
- c. stand a little way back & avoid eye contact so they have to engage with me

*If pushing my wheelchair outside, what do you think you should look out for? Please number, 1 being the most important and 5 the least.*

- a. small children*
- b. dog poo*
- c. broken glass*
- d. pot holes/dips in ground*
- e. unruly gangs of pensioners in Shop Mobility scooters*

When I'm meeting people, would you: (tick one)

- a) sit nearby ready to help if required.
- b) introduce yourself, talk to everybody & join in the discussion
- c) catch up with your mobile calls

Someone parks in a disabled parking bay without a badge. Do you: (tick one)

- a) let their tyres down
- b) wait while I persuade them of their error
- c) tell them they're really selfish & you hope they never end up in a wheelchair one day.