

Job Description – DE 361

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 young disabled woman living in the Swadlincote area.

The vacancy is for approximately 10 hours per week - Monday to Sunday and consists of two 1 hour calls in the morning and evening - 10.30am to 11.30am and 9pm to 10pm to assist with personal care. The times are given as guide as flexibility is a key requirement of this post.

Additionally you will be required to work mainly in the afternoons and occasional evenings to assist her 2/3 days per week to go out both in her local community and on trips further afield. The young woman enjoys a variety of social activities such as shopping, bowling and cinema and you would be expected to drive her to her chosen activity providing her with the required level of support and assistance.

The specific days/hours are dependent on the type of activity the employer chooses on each particular week. However, she will endeavor to provide staff with as much notice as possible of the days/hours they will be expected to work on any given week.

You will join a small team of carers and would work on a rota basis which covers 7 days. Flexibility is essential as you may need to be able to work extra hours to provide cover for sickness and holidays.

A car driver with a clean driving license is essential and some experience of manual handling would be an advantage, although training will be provided. Experience of using a computer would also be an advantage as the employer requires some support/assistance in this area.

Petrol costs will be paid by the employer.

£8.50 per hour

You will be required to assist with:

- Getting in and out of bed
- Getting washed and dressed
- Assistance with showering/hair washing
- Cleaning/tidying room
- Drive to social events, providing company and support
- Support and assistance to go shopping, cinema or other activity
- 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

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.

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.