

## Job Description – DE493

**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 gentleman living in the Swadlincote. The vacancy is for 8 hours per week, which consists of 2 hours on a Monday, 2 hours on a Wednesday and 3 hours on a Friday. Exact times are to be negotiated with the employer.

It is desirable that you have Visual Impairment Training; however training can be given if you are a suitable candidate.

You must be fairly skilled in clerical and domestic matters, and be able to deal with them in a confidential matter.

£8.50 per hour – All hours worked paid at flat rate, no enhancement for weekends or bank holidays.

Duties will include:

- Occasional escorting of the employer to social/business/medical meetings and appointments

A car driver with own car is essential so that the employer can be escorted to where he needs to be. You will need to have insurance cover that includes use for business

### **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 recognise 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.**