

# **Job Description – DE677**

## **PERSONAL ASSISTANT**

**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 is to work as a Personal Assistant to a woman living in the Findern area of Derby. The vacancy is for 10 hours per week to be worked over 5 days. You will be required to work 9.15am – 10.45am Monday to Thursday and 9.00am – 13.00am on a Friday. Flexibility is a key requirement of this post as the hours may need to vary to accommodate hospital appointments and other activities.

Some experience of working with people with a mental health condition would be an advantage but not essential.

You will be required to have an enhanced CRB check.

The current rate of pay is £8.50 per hour.

It is essential for you to be a car driver and be willing to transport the employer in your own car, and therefore business insurance will be required. Petrol costs will be reimbursed by the employer.

### **Duties will include:**

- Prompting the employer to get up, washed and dressed and preparing breakfast
- Prompting and encouragement to plan her day and complete tasks
- Help with cooking and meal preparation
- Assistance with planning and organizing general household domestic tasks.
- Support with medication
- Taking the employer out – shopping/social activities/appointments

## General Information

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

P.A's should (where appropriate) 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
- Patient and tolerant of other's difficulties.

## 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.
- 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.

## Learning the Job

The disabled person 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 disabled person 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.**