

Job Description – DE720

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 Ripley. The vacancy is for single 12 hour overnight shift, one weekend night.

The 12 hour shift will include 8 hours “sleep in”. The 8 hours sleep in will be paid at a flat rate of £35.00, the additional 4 hours will be paid at £8.00 per hour - all hours worked paid at flat rate, no enhancement for bank holidays.

Duties will include:

- Providing assistance with personal care – washing dressing changing pads etc.
- Working alongside another support worker in the morning for personal care duties including moving with the use of a hoist
- Peg feeding
- You will be required to get up once during the night to assist the employer to turn in bed.

General Information

It is the job of the personal assistant (pa) to assist 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 disabled person 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.

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.