

Job Description – DE834

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 the Melbourne area. The vacancy is for up to 10 hours per week. Specific times and days are subject to negotiation, but it is expected that you will be required to work 3/4 days per week. This will mean assisting the gentleman with domestic and household duties 2/3 days per week and using the remaining hours for social activities both in his local area and further afield.

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

Car driver with clean license essential – you will need to be able to transport the employer in your car when needed, and you will need to have suitable insurance for business use. Petrol costs for journeys to and from any social activities attended will be reimbursed by the employer.

You must be comfortable with animals as the employer has a dog.

Duties will include:

- Providing assistance with domestic cleaning – cleaning the kitchen, washing up and general tidying.
- Providing assistance with general household administration – sorting out paperwork etc.
- Providing support and companionship to go out locally and also for day trips further afield.

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.