

Job Description – DE912

This post will require you to work as a Personal Assistant to a disabled lady living in Long Eaton, Derbyshire. The vacancy is for 32 core hours per week, split between 3 personal assistants working on a rota basis. Assistance is required Monday – Sunday as follows: am call Mon-Sun 7:15 am – 9:00am, Lunch call 11am-1pm Fri & Sat, teatime call 5-6.30pm Tues, Wed, Fri, Sat & Sun and an evening call Mon-Sun 10pm – 11pm. There are also up to 12 additional hours available each week for the lady to go out socially either in her local area or further afield. She will use these hours in an adhoc manner so flexibility is a key requirement as you will also need to be able to cover when other staff are sick or on holiday.

£8.00 per hour - Bank holiday working may be required, and this is paid at the standard rate.

Car driver essential.

Duties will include:

Personal care:

- Assistance getting out of bed
- Full body wash
- Assistance getting dressed/undressed

Domestic tasks:

- Preparing, cooking and serving meals and clearing away afterwards including washing up
- General light domestic tasks
- Bed changing as required
- Assist and accompany to go out shopping and for meals in local area
- Assistance with walking – around the home when able
- Generally ensuring they are safe and well within the home environment

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, 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 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.