

## **JOB DESCRIPTION**

### **POST: PERSONAL ASSISTANT**

I am a man with a disability which is a spinal injury called Tetraplegia, this affects the four limbs resulting in limited mobility. Even with this disability I live a full and active life and need someone to assist me to maintain a high level of independence within and outside my home.

The post requires the Personal Assistant to provide personal care, home care and also social care when the opportunity arises.

#### **The Post**

The duties of the post holder will be as follows:

#### **Personal Care**

Washing/showering  
Dressing/undressing  
Getting in/out of bed and into wheelchair using hoist and making sure I am comfortable

#### **Home Care**

Making and changing bed  
Laundry - washing and ironing  
Hoovering / washing floors  
General cleaning and tidying  
Shopping  
Assistance with preparation and cooking of food  
Washing up

Working one-to-one with the employer it is essential the PA is reliable, trustworthy and punctual. The Personal Assistant should be able to work on their own once known what is expected of them.

PVG membership is essential.

A driving licence would be useful but not essential.

#### **Responsibilities**

You must respect the confidentiality of your employer at all times.  
You must be willing to undertake basic training as required.  
You should be willing to provide cover for other personal assistants' holidays and sickness absence if required.