

Job Description

It is the job of the personal assistant/support worker to assist their disabled employer in all areas of personal and domestic needs, and accompany them to access the community and social activities.

By providing care, you are enabling the employer to become as independent as possible.

The personal assistant will work directly with the employer and family to provide high standard of care and should put the needs and interests of the employer first.

The employer is a young girl with disabilities and additional needs.

Good time keeping, reliable and flexibility required.

Car driver desirable but not essential (access to employers' car)

Must have experience in manual handling ie- using hoist, pushing wheelchair.

Must have availability at weekends

Desirable to have some experience in supporting people with complex needs and challenging behaviours.

Job Title - Personal Assistant/Support Worker

Place of work Based in employers' home in Dundee but may have to accompany employer to another residence for respite

Hours – Relief staff with the opportunity to be offered permanent or contracted hours

Various shift patterns morning evenings and night calls and weekends

Rate of pay- £12 per hour

Main Duties The personal assistant will be expected to do the following tasks.

Personal assistants Daily tasks

Morning

Preparing breakfast, tidying up after breakfast and medication administration.

Assisting with getting up, showered and into wheelchair

Assisting with all aspects of personal care and grooming.

General tidying of bedroom, bathroom and kitchen

Evening

Preparing drinks and snacks

Assisting with toileting needs

Preparing meals: including lunch for the following day.

Night time

Assisting into shower and to change for bed

Assist with all aspects of personal care and grooming.

Preparing supper, tidying up after supper and medication administration.

Domestic assistance-

The following tasks on a regular basis may be daily if required.

Laundry including washing, drying and ironing of employers' clothes.

Cleaning of employers' bathroom and bedroom.

General tidy of areas which are used by the employer.

Changing bedding when required.

Cleaning of wheelchair nightly.

Social assistance

Assistance with going out and accessing the community.

Assisting with planning day trips and to access various social activities.

Taking employer out for cups of tea/ meals.

Responsibilities

Must respect the confidentiality of your employer

You must be willing to undertake basic training that is required for the PA role

You should be willing to provide cover for other Personal assistants' annual leave and sickness absence if required.