**Job Description**

**Job Title** Personal Assistant

**Place of Work** Based in employer’s home.

**Hours 16 hours per week** including weekends and a variety of shift times.

**Rate of Pay Personal Assistant -** £12 per hour

Females only need apply as permitted under Schedule 9, part 1 of the Equality Act 2010

Personal Assistant(s) required to work with a cranky but sociable middle-aged woman with advanced M.S. to live a full, rewarding life in her own adapted home.

I am a full-time wheelchair user and require help and support with all daily tasks and activities including personal hygiene, bathing, dressing, getting into and out of bed, transferring between wheelchairs, physio exercise etc.

Previous experience would be an advantage, especially in the use of hoists and other equipment, as would being used to working in a domestic setting. Some understanding of M.S would be an advantage.

Candidates should be sociable and enjoy a laugh as well as being reliable and resourceful. You should of course be honest, punctual, non-judgemental, and be able to build good relationships based on trust and respect, flexible, adaptable, and easy going - just as in most other jobs.

**Main Duties**

**Morning** Assisting with getting up, getting washed and dressed.

Assisting with getting out of bed and wheelchair (using a hoist– training will be given as necessary).

Preparing and clearing away breakfast.

Applying dressings and to help with medication.

**Afternoon** Planning**,** Preparing, cooking, and clearing up lunch.

**Evening** Planning,Preparing, cooking, and clearing up dinner.

**Nighttime** Getting undressed and into bed.

**Tasks performed as necessary throughout the day**

Assisting with toilet needs.

Preparing drinks and snacks. I am a good cook and still enjoy being part of my own meal preparation as much as I can, so an interest in cooking would be an advantage.

**Tasks performed on a regular basis throughout the week**

Household Cleaning

Laundry

Changing bedding

**Other Duties**

Routine upkeep of equipment (e.g., wheelchair, domestic equipment).

Maintenance of exterior of home (e.g., window cleaning, removal of refuse).

Light gardening duties.

**Social Assistance**

This is a demanding but fulfilling job. I am an artist and writer with a quirky sense humor and a commitment to remaining part of the artistic community. I am interested in arts and culture generally, love my garden and the outdoors has a wide circle of friends and I am keen rugby fan. You will be required to help me with my work, accompany me to events, take me out for walks and support my social life. It could be fun.

**Responsibilities**

You must always respect the confidentiality of your employer.

You must be willing to undertake basic training as required.

You should be willing to provide cover for other staff

holidays and sickness absence if required.

**Additional Information**

These roles will be carried out in a smoke free environment.

An Enhanced PVG check will be carried out prior to any offer of employment.

You should be willing to undertake regular Covid 19 tests.

A full driving license would be advantageous.