

Job Description

JOB TITLE: Personal Assistant

NAME.....**HOURS OF WORK:**.....

OBJECTIVES OF THE POST:

To assist me (the person with a disability) with my personal, domestic, social and leisure needs and any other day-to-day requirements or activities.

The main aim of the post will be to enable me to have choice and control, and lead an individual, independent and active life in my own home within the community. Employment is subject to satisfactory pre-employment checks and probationary period.

GENERAL DUTIES

Enabling me to carry out any chosen activity whether inside or outside my home, and carrying out any other requests which I may reasonably make.

Duties may include assisting me with some or all of the following:

- Supporting me to access training
- Supporting me to access work
- Supporting me to access education
- Getting in and out of bed
- Dressing and undressing
- Washing and bathing/showering
- Attention to hair, skin, nails, feet and eyes etc.
- Transferring in and out of bed/wheelchair/car etc.
- Using the toilet/continence management
- Food preparation and cooking meals
- Shopping
- Household/domestic duties
- Dealing with paperwork/bills and letters
- Escorting to social/leisure activities
- Lifting/transferring using equipment
- Lifting/transferring without equipment
- Using equipment such as electric hoist
- Other.....
- Other.....
- Other.....

PERSONAL ASSISTANT QUALITIES

You should be:

- Able to demonstrate respect for confidentiality
- Reliable and trustworthy
- Punctual
- Able to accept responsibility
- Able to work on your own initiative
- Able to work in a safe manner
- Able to demonstrate personal integrity
- Able to demonstrate a flexible approach to your work
- Have an understanding of disability equality issues/social model

PERSONAL ASSISTANT RESPONSIBILITIES

- Arrive at the agreed time ready to work
- Give as much notice as possible if you are ill and unable to work
- Give notice if you are going to be late
- Respect my privacy
- Maintain confidentiality at all times
- Maintain a professional approach at all times
- Respect my rights to dignity and independence
- Respect my possessions and equipment
- Discuss any problems that arise with me as soon as possible
- Ensure everything is in order before leaving work
- Observe the house rules

HOUSE RULES

Rules are kept to a minimum but it is expected that common courtesy will be shown at all times. You must adhere to the following:

- No smoking during working hours unless invited to do so
- Only use the telephone and other equipment with my consent
- Do not receive personal telephone calls whilst on duty, without my prior consent.
- Do not bring other people with you during working hours without my prior consent.

SUPERVISION

As my Personal Assistant you will be directed by and accountable to me in all aspects of your work.

TRAINING

The disabled person is the person best qualified to know what their needs are and how they are best met. For the most part, therefore, areas of assistance can be learned and familiarised through working together. Where required practical training and guidance will be provided.