

PERSONAL ASSISTANT JOB DESCRIPTION

Vacancy Ref. PAREG-177

Purpose of Job: The aim of the role is to provide support that is required that will allow me to lead my life independently.

A bit about me: I am a very happy and friendly 28 year old man, I love to spend time with my family and enjoy socialising when I have the support of others. I enjoy gardening, playing on my Xbox, helping my family with cooking and going out to the pub with my family. I do struggle with making new friends outside of the family.

What is important to me? My family is very important to me but it is important that I learn to be independent and spend time outside of the family. I would like to become more independent and have my own friends.

A bit about why I need support: I'm looking for a PA to encourage me to have more of an active lifestyle, to do things outside of the home and expand my social skills. I have Downs Syndrome and whilst I like to be independent, I very much depend on my family for socialisation as well as taking care of me. I'm looking for a friend that I can hang-out with, to keep me safe and to show me that I can do things without my family. I'm looking for someone to have fun with and someone to encourage me to live an active and healthier lifestyle.

To enable me to live well, I need someone to support me with:

- **Personal Tasks:** I do not support with personal hygiene – I might need reminding to brush my teeth though. I may need reminding what clothing is appropriate depending on the activity.
- **Domestic Tasks:** I do enjoy cooking but would need support with this. I do go shopping independently but would benefit having assistance with this to ensure I choose healthier options.
- **Social Tasks:** I cannot travel on my own so would need support to ensure I lead an active lifestyle. I'd like to be able to go out for coffee, lunch etc.
- **Other Tasks:** It would be helpful to my family and me if I had support in going to medical appointments.

Personal Qualities & Attributes Required:

- I am looking for someone who is friendly and approachable
- Ideally, I would like a PA that is the same age or similar age to me (25 – 35 years old)
- Responsible, reliable, and trustworthy.
- I am looking for someone who has experience either personally or professionally of someone with a learning disability or Downs Syndrome
- I am looking for someone who is outgoing and fun and would encourage me to be the same way.
- Good communication and social skills.
- To respect confidentiality and privacy and be sensitive to my needs.
- To understand that dignity and independence are important.
- Able to accept responsibility.
- Be willing to learn and have the ability to work on your own initiative.

DRIVING LICENCE: Driving license with access to own vehicle for transportation purposes.

Location: Royal Wootton Bassett

Hours: 12 hours per week, 6 hours on a Monday and Thursday.

Pay: £10 Per Hour

Holiday: 5.6 weeks per year including bank holidays (pro rata for part time).

Start Date: ASAP

Additional Information: Appointment will be subject to a DBS check, funded by the employer.

Please note that this advertisement has been placed on behalf of an individual employer that we are supporting. Should your application be successful and you are offered the position, you will be directly employed by the individual employer and not by the Wiltshire Centre for Independent Living.