

Personal Assistant Job Description

Vacancy Ref. PAREG-174

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 friendly and easy going, I have 3 daughters, cats and rabbits.

What is important to me? Living in my own home and maintaining my independence is very important to me. I want to be able to give my children as normal a life as possible including baby groups and taking to school.

A bit about why I need support: I have EDS, fibro, chronic headaches and M.E.

What support I need to enable me to live well

I need someone to support me with:

Helping me to maintain my home and family life.

Personal Tasks: Occasionally need help getting dressed and doing buttons, sorting my hair with drying and brushing.

Domestic Tasks: Support me with food shopping and prepare and cook a basic meal. Housework.

Social Tasks: Taking me and my youngest to baby group, taking us to the park.

Other Tasks: Driving to appointments, doing nursery and school runs.

Personal Qualities & Attributes Required

- I am looking for someone who is friendly and approachable
- Responsible, reliable and trustworthy.
- 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.

PERSONAL CARE: It is requested that the applicant is female due to the role involving intimate personal care. For this reason it is exempt under the general occupational requirement section of the Equality Act 2010.

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

Location: Trowbridge

Hours: 15 Hours Per Week

Pay: £11 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.

Closing Date: 31.5.22

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.