

## **JOB DESCRIPTION**

### **PERSONAL ASSISTANT**

**Vacancy Ref. PAREG175**

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#### **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 quiet, reserved, 74 year old gentleman who has an interest in steam trains. I also enjoy watching sports on tv, going to my local pub once or twice a week for a lunchtime drink, and going for drives. I worked for the Ministry of Defence for 40 years in London, overseas, Andover and Bath. I like my own company but also enjoy the company of others, someone whom I can talk to.

**What is important to me?** I live with my wife. My family are important to me and I have two sons and four grandchildren. It is important that I can still get out and about and do the things I enjoy.

**A bit about why I need support:** I had a stroke last year which has left me a little unsteady on my feet. I tend to use a wheelchair, but I can walk a very short distance with a stick and with someone to hold on to. I need someone to be aware of trip hazards and support with getting in and out of the car. I would like the support for when my wife has a break; for someone to keep me company at home and to take me out, whether it be for a drive out or for a lunchtime drink.

**What support I need to enable me to live well:**

**I need someone to support me with:**

Going for walks, out for lunch, to the pub and out for a drive. To have company.

#### **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

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

**Location:** Southwick, Trowbridge

**Hours:** 4-6 Hours Per Week

**Pay:** £10.50 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

03/06/2022

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.