

## Personal Assistant Job Description

Vacancy Ref. PAREG-178

### **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 have a good sense of humour and am interested in music. It is important to me to maintain my independence and being able to trust the people around me. I have arthritis and I struggle with everyday tasks

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

I need someone to support me with:

Task	
• Personal Tasks	<i>Support with personal care- including showering</i>
• Domestic Tasks	<i>Support with general household tasks</i>
• Social Tasks	<i>Helping me attend appointments and shopping</i>

### **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 licence will have access to employer's vehicle for transportation purposes.'

**Location:** Warminster.

**Hours:** 10 hours per week weekdays – flexible hours to be agreed – job share considered.

**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.*