

Personal Assistant Job Description

Vacancy Ref. PAREG162

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 stay-at-home parent, I like football, going to the pub and having a laugh. I live with my partner and our 3 children. We have 2 dogs, a cat and a parrot.

What is important to me? Being independent is the most important thing for me and not having people speak for me. I like to do things with my family and enjoy seeing my friends. I also like to go to football matches and live music events. I am looking for someone who helps me provide a good life for myself and my family.

A bit about why I need support: I had an accident 7 years ago and I am now tetraplegic. I have no movement from the chest down and extremely limited use of my hands. I am a fulltime active wheelchair user. I need help with my personal care and getting in and out of my chair/bed. I also have autonomic dysreflexia, so I need someone with me in case I need my emergency meds.

What support I need to enable me to live well:

I need someone to support me with:

- Personal Tasks: Personal care, getting in and out of chair/bed. Attaching tri ride to chair, getting in and out of car.
- Domestic Tasks: Shopping, preparing food, gardening, walking dogs, washing, changing beds, school runs, setting up college work, cleaning.
- Social Tasks: Going into town, hairdressers, pub, cafes, football, taking the children for days out. Assist at the gym.
- Other Tasks: Attending hospital/doctor's appointments.

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.

Location: Trowbridge

Hours: Approx. 73 hours per month - Tuesday and Thursday 8am – 3:00 pm and one weekend in four, plus holiday cover when needed.

Pay: £11 per hour to be reviewed after 6 months

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.