

Personal Assistant Job Description

Vacancy Ref. PAREG-179 (two positions available)

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 54 yr old man and I enjoy socializing- Going to shops, clubs, restaurants and cafes. I like watching TV and have a varied interest in programmes. I like anything to do with tractors. I enjoy going out for lunch and enjoy people watching. I have a cat.

What is important to me? Having continuity in the care I get. Seeing my friends and family. Living in my own home and having cheerful people around me.

A bit about why I need support: I have cerebral palsy with a learning disability and need daily help.

What support I need to enable me to live well:

Personal Tasks: Bathing and personal care/ hygiene. Dressing. Administering and recording regular prescribed tablet taking.

Domestic Tasks: Food shopping. Prepare & cook basic meals. Keeping my home clean and tidy. Laundry washing

Social Tasks: Going to shops, clubs, out for meals and coffee

Other Tasks: Taking me out in my wheelchair or taxi to appointments and social events (or in a car if PA has insurance to use).

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.

DRIVING LICENCE: Driving license with access to own vehicle will be an advantage.

Location: Trowbridge

Hours:

(1) 7 x 24hr shifts within a basic 5 week rolling rota

(2) 9 x 24hr shifts within a basic 5 week rolling rota

Please indicate which position you are interested in.

Pay: £10.50 per daytime hour & Sleep-in Night Rate £32.30

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.