

JOB DESCRIPTION
PERSONAL ASSISTANT/SUPPORT WORKER
JOB REF: PAREG176

Location: Westbury

Nature of Post

40 hrs available, am and pm - 7 days a week. Job share/part-time hours will be considered. £ pay review pending, 5.6 weeks holiday per year including bank holidays (pro rata for part time).

- To assist with all tasks associated with running an efficient household.
- Preferably hold clean Driving Licence – to drive employers' own vehicle. Training will be provided with clamping of powerchair securely in the vehicle.
- Assist with shopping (packing and unpacking, as requested)
- Attendance at medical and social appointments.
- The employer also has an acknowledged caring responsibility for his partner, so you need to be able to support him in this role too, as and when required.

Main Duties:

- Assisting to get up, shower wash dress, prepare food; breakfast, lunch etc.
- Cooking and preparation of a variety of meals for an evening meal.
- Putting to bed
- Bathing/showering
- Assisting with un/dressing: in accordance with employers' daily activities (being mindful of weather conditions).
- Support with animals, to ensure their wellbeing and safety.
- Support to manage medication (when required).
- Ensuring house is secure on leaving premises.

Infection Control Duties (Cross Contamination Issues)

- Assist in monitoring of general infection control issues (such as Urinary Tract Infections)
- Assist on & off bed, toilet, (using appropriate equipment provided)
- Empty & replace night bag.
- Assist with bathing & drying.
- Assist with dental/oral hygiene and denture care.
- Check and empty bins.
- Sweep & mop floors.
- Keep bathroom clean and tidy (being mindful of infection control issues).
- Check on washing, dry (clothes) putting on/in when necessary.
- Clean down all surfaces in kitchen.

Weekly tasks or as an when necessary (Defined by Continence Requirements)

- Bedding & mattresses keep clean from soiling
- Keeping storage tidy
- Change bed(s) – pillows, duvet & sheets
- Deep clean bathroom

Monthly Tasks

- Inventory of medical supplies and assisting with supply order (if required).
- Monitor equipment servicing schedule (to assist in Health & Safety requirements).

Person Specification, Qualifications and Experience:

Essential:

Personal Qualities and Attributes required

- Responsible, reliable and trustworthy – arrive at the agreed times and give me notification of any lateness.
- Confident in working with disabled people.
- Good communication and social skills.
- To respect my right to confidentiality and privacy.
- To understand that my dignity and independence are important.
- To appreciate the stresses and strains involved for the disabled person.
- Be willing to learn and have the ability to work on your own initiative.
- Knowledge of Manual Handling techniques.
- Safe Hoisting Practices.
- Experience of this type of work.
- Experienced in Infection Control Issues.
- Catheter care.

Preferred:

- Knowledge of the social model of disability and equality issues.
- Ability to manage own workload and prioritise as appropriate.
- Enjoy company and work well with young family pets (dog and cats).
- Be a competent cook.
- Be a competent driver.

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.