

## PERSONAL ASSISTANT JOB DESCRIPTION

**Vacancy Ref. PAREG184**

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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 happy, healthy and sociable mid 40s man with learning difficulties (Down's Syndrome). I attend 'The Meadows' in Salisbury 3 days a week and I like to keep up with the football and cricket results.

**What is important to me?** My extended family and living in my own home supported by my mum. Country walks, visiting National Trust properties and places of interest. Generally meeting people, chatting over a cup of tea and cake and getting out and about.

**A bit about why I need support:** I would like to be less dependent on mum in pursuing activities that I enjoy. I don't drive and there is no public transport where I live.

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

- Social Tasks: Getting out and about socially
- Other Tasks: Possibly supporting me if I need to attend an appointment.

### **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 able work on your own initiative.

**PERSONAL CARE:** N/A

**DRIVING LICENCE:** Due to location and lack of public transport a driving licence and access to own car is essential.

**Location:** Donhead St Mary, Shaftesbury

**Hours:** 2 ½ - 3 Hours Per Week either on a Tuesday or a Friday

**Pay:** £11 Per Hour

**Holiday:** 5.6 weeks per year including bank holidays (pro rata for part time).

**Start Date:** 05.09.2022

**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.