

# Personal Assistant Job Description

## Vacancy Ref: 177

<b>Location</b>	Royal Wootton Bassett
<b>Hours</b>	12 hours per week (6 hrs on a Monday and Thursday)
<b>Payrate</b>	£10.42 per hour
<b>Holiday</b>	5.6 weeks per year including bank holidays (pro rata for part time)
<b>Driving Licence</b>	Yes. With access to own vehicle
<b>DBS Check</b>	Yes (This will be funded by the employer)

### **A bit about me:**

*I am a very happy and friendly 30 year old man who has downs syndrome. I love spending time with my family and enjoy socialising when I have the support of others. I enjoy gardening, playing on my Xbox, helping my family with cooking and going out to the pub with my family. I do struggle making new friends outside of the family. My family is very important to me but it is also important that I learn to be independent and have my own friends.*

### **About the role:**

I am looking for a PA to encourage me to have more of an active and healthy lifestyle, to do things outside the home and expand my social skills. I am looking for a friend that I can hang out with, to keep me safe and to show me that I can do things without my family. I do not need personal care, but I may need reminding to brush my teeth. I may also need reminding what clothing is appropriate for particular activities. I would need support with cooking and shopping to ensure that I choose healthier options. I cannot travel on my own so would need support to ensure that I lead an active lifestyle. I'd like to be able to go out for coffee and lunch etc. Also taking to medical appointments.

### **The kind of person I am looking for:**

*To be friendly and approachable. Ideally I would like a PA that is in the same age range as me (25-35 years old). Responsible, reliable and trustworthy. Someone who has experience with learning difficulties or Downs Syndrome. Outgoing and fun, 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.*

**Application Form:** <https://www.wiltspa-reg.org.uk/vacancies-board/>

*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.*