

Personal Assistant Job Description

Vacancy Ref: 269

Location	Trowbridge
Hours	17 hours per Month / Flexible (2 Sunday Afternoon, a Saturday Morning and/or Wednesday 10-4pm during the school terms holidays)
Payrate	£12 per hour
Holiday	5.6 weeks per year including bank holidays (pro rata for part time)
Driving Licence	Yes with access to own car
DBS Check	Yes will be funded by the employer

A bit about me:

A bit about me : My name is Kristina. I am a qualified dentist but do not practice now due to my disability. I have 2 amazing daughters.

What is important to me? Is my family , my friends and my independence.

A bit about why I need support : I am blind and I need guidance to access the community but inside my house I am completely independent . I would like to spend some time out and about with my girls - at the weekends and/or during the School holidays.

About the role:

Supporting me - Going for shopping, entertainment, walks with my girls. PA needs to have a car.

The kind of person I am looking for:

- *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.*

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.