

# Personal Assistant Job Description

## Vacancy Ref: 179

<b>Location</b>	Trowbridge
<b>Hours</b>	7 x 24 hour shifts over a 5 week period.
<b>Payrate</b>	£12.00 per hour. Plus £55 flat rate for nights
<b>Holiday</b>	5.6 weeks per year including bank holidays (pro rata for part time)
<b>Driving Licence</b>	Access to own vehicle would be an advantage
<b>DBS Check</b>	Yes (This will be funded by the employer)

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

*I am a 57 year old man and I enjoy going to the 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 I also like people watching. I also have a cat. It is important for me to see my friends and family, living in my own home and having cheerful people around me. I have cerebral palsy with a learning difficulty and need daily help.*

### **About the role:**

*I support with personal care and dressing. Administering and recording regular prescribed medication. Domestic tasks to include food shopping and preparation of basic meals. Keeping my home clean and tidy. Laundry. Other tasks to include taking me out in my wheelchair or taxi to appointments and social events.*

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

*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. Be 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.*