

# Personal Assistant Job Description

## Vacancy Ref: 278

<b>Location</b>	Bradford on Avon
<b>Hours</b>	4 hours per week
<b>Payrate</b>	From £18.00 per hour for a <b>self-employed PA</b>
<b>Driving Licence</b>	Yes with own car
<b>DBS Check</b>	Yes

### A bit about me:

I am a 73 year old lady. I am a neurodivergent with hypermobility syndrome and the early onset of dementia. I live with my daughter who is also neurodivergent and with my husband. I enjoy spending time with my family who live locally and are very important to me. My husband and I are veterans and I provide him with support in addition to managing my own conditions.

I am a creative person who enjoyed painting and wood working before my sight deteriorated. I have a good sense of humour and enjoy quizzes and playing Majhong.

### About the role:

I am looking for a **self-employed Personal Assistant** to help me with personal care, including assistance with getting dressed, applying creams, assistance with showering due to balance issues and haircare.

There will be some light housework involved such as occasional dusting of ornaments and bedmaking/changing. I need assistance with food shopping in Trowbridge, usually Marks and Spencers Simply Food and also Tescos. Due to my balance, I may need the use of a wheelchair or walker as I am unable to walk unaided.

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

Someone with a good sense of humour, strong communication skills and a knowledge of neurodivergence.

I need someone who is willing to learn about me, and how I like to be supported, so my needs can be anticipated on those days when I don't have capacity to think about what I need to do.

Experience of working with dementia is desired.

The Personal Assistant must be registered with HMRC as a self-employed carer and able to provide evidence of this along with public liability insurance. The person must be a car driver with clean licence and access to their own vehicle which should be insured for business use.

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

***Please note this advertisement has been placed on behalf of an individual we are supporting. Should your application be successful, and you are offered the position, you will be engaged employed by the individual and not by the Wiltshire Centre for Independent Living.***