

# Personal Assistant Job Description

## Vacancy Ref: 234

<b>Location</b>	Trowbridge
<b>Hours</b>	Applicants do not need to be available to cover all options. Please state which you are applying for: Weekday mornings 8-9.30am Saturday a core 8.30-10.30am with possibility of full days by agreement Thursdays – 5-7 hours available. School holiday - day time shifts of 5-8 hours days to be agreed. Evenings - occasional shifts 2 + hours between 3-8pm Bank/ Ad-hoc Holiday cover - full days covering for existing team
<b>Payrate</b>	£15.00 p/h
<b>Holiday</b>	5.6 weeks per year including bank holidays (pro rata for part time)
<b>Driving Licence</b>	Yes, Preferred but some shorter shifts or ad-hoc can be done by none driver
<b>DBS Check</b>	Yes - will be funded by the employer

### A bit about me:

I am an active, independent 40 something lady trapped in a disabled body and I am looking for the right people to help me get on with living my life and all that includes. This is not your typical carer role. We work as a team to assist me to get on and live my life the way I choose from my own home.

### About the role:

I live with chronic illness and need a bit of extra help. My PA's role is to assist me so that I can still do the essentials of life, the fun stuff and all the things in between. This may be support with all the normal house stuff, cooking, cleaning, laundry etc. Being willing to help me shower, dress, no bum wiping and handle medications. or assisting and support with hobbies, appointments, social trips, volunteering and all the things that make life good.

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

Calm and relaxed in nature with a 'let's get stuff done' attitude.  
Comfortable working with me, from a list or on your own initiative.  
Happy working with a dog getting in the way.  
A confident wheelchair pusher happy to lift and load.  
A safe driver with a car for work use.  
A non-smoker  
Happy to ask if unsure or google it.  
Punctual, organised and able to commit to shifts.  
Ready to empower my choices and respect my right to make my own decisions about my life and the support I need.  
I'm looking for someone with a love of the outside, gardening and nature with a thirst for exploring and learning new things.  
Discreet and respect that whilst this is your job it is my home and life and I require privacy.  
Know when it's appropriate to step in, take over or step back.

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.*