**Job Description**

**Personal Assistant**

This position is to join our team supporting us as a couple. We both have physical disabilities that effect mobility and we require help with all aspects of daily living.

Place of work: Employer’s home, also out and about with us or as independently required

Holidays: 5.6 weeks per year pro rata including Bank Holidays

Hours: 8 hours per week across two shifts of approximately 4 hours. These hours are flexible to suit the right candidate.

Pay: £11.36 per hour

 **If self-employed**, hourly rate is negotiable, please advise your rate when you apply.

Trial Period: The offer of any job is subject to a trial period of 6 months during which time either side may terminate the job with 7 days notice

 **Main Duties**

* Be available whilst we undertake our personal care in case we need a hand or assistance after a fall.
* Food preparation, assisting us or cooking meals and making drinks
* Setting up cooking materials for us to use
* Washing/drying up
* Shopping and/or assisting us with our shopping
* Running errands, collecting and carrying things on our behalf
* Changing beds
* Undertaking other household duties such as laundry, ironing, hoovering, dusting and general household cleaning
* Help to maintain our home such as changing light bulbs

**Social Assistance**

* We have a Renault Trafic wheelchair adapted which you should be confident
* Driving us to meetings/social activities/shopping.
* Assisting at the gym and toning tables
* Assisting us to enjoy our garden. Help with planting etc during the spring/summer.

**Ideal Candidate**

* You will need to have had, and show evidence of Covid 19 vaccinations.
* A full driving licence with no endorsements and able ton drive a Renault Trafic.
* Be fully committed to a hygienic working environment, particularly due to our disabilities
* Friendly, reliable and trustworthy
* Experience preferred
* Excellent communication skills
* Able to accept responsibility
* Willing to learn
* Sense of humour
* Caring nature
* Open to change
* Professionalism
* Respect our privacy and understand the need for confidentiality in all aspects of your work.

**Job Reference**  HR/CTK