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| **Job Title:** | Personal Assistant | | | **Ref: DPHRJC** |
| **Location:** | Throop, Bournemouth area | | | |
| **Hours per week: 8-10 hours per week** | | | **Rate of Pay: £ 11/12 per hour** | |
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| **Nature of role:** | | To assist with a variety of tasks that will support the employer/client to live an independent social life | | |
| **About the client** | | To support the Client who is a full-time wheelchair user who is usually able to transfer themselves to and from the wheelchair. | | |
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| **Times and days of work** | | **8-10 hours per week including Thursday mornings from 8am and 4 evening calls from 6pm. including some weekends.** | | |
| **Personal Needs** | | * Assisting with showering. * Help with drying and styling of hair if required. * Assisting in dressing. * Assisting in trimming toenails. * Assisting with physiotherapy exercises and foot massage. * Help to stand and walk using walking frame. | | |
| **Domestic needs** | | * Assisting with carrying shopping bags. * Lifting and moving equipment and other items around the home. * Undertaking light household duties such as washing up, laundry, making of bed, dusting, sweeping, mopping and emptying bins. * Feeding and grooming pet dog. | | |
| **Social needs** | | * Help and support by assisting with shopping. * Support required to attend various meetings and activities. | | |
| **Person Specification, Qualifications and Experience:**   * We are looking for someone who is trustworthy, friendly and holds a supportive attitude. * Has patience and good communication skills. * Be physically able to assist Client with moving/handling (using equipment provided) * Have previous experience of moving and handling people (eg. wheelchairs, walking frames) would be useful but not essential. * The successful candidate will be asked to complete an Enhanced Disclosure Barring Service check | | | | |
| **The person required will be expected to:** | | | | |
| * Understand the importance of following the client’s expressed needs or wishes. * Have general good health and fitness to undertake tasks required. * Be flexible in attitude and approach. * Have a flexible approach in availability on occasions when needed eg. Employer’s appointments. * Be respectful of the home environment and of other members of the household. * Appreciate the importance of confidentiality. * Hold a non judgemental attitude to the employer’s values and beliefs. * Maintain the dignity of your employer when undertaking tasks. * Undertake any duties which are reasonably allocated and fall within the scope and responsibility of this job. * Undertake a DBS check * Already be legally ‘Able to Work in UK’ | | | | |
| **Flexible approach is vital. Any change or variation to this job description will be**  **decided by joint discussion between the employee and the employer.** | | | | |