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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.

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| **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.
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| **Social needs** | * Help and support by assisting with shopping.
* Support required to attend various meetings and activities.
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| **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
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| **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’
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| **Flexible approach is vital. Any change or variation to this job description will be** **decided by joint discussion between the employee and the employer.** |