

JOB DESCRIPTION

JOB TITLE: Female Personal Assistant

LOCATION:

HOURS: Live in position, working a rota of 1 week on, 1 week off

Personal Assistant (PA) required to provide 24/7 support to an active, tetraplegic 34 year old lady living in her own home.

Flexibility and commitment to provide continuous support with a willingness to cover sickness and holiday leave if necessary.

WAGE: £x.xx per hour – 24 hours paid per day.

£xxxx.xx per 168 hour week worked.

£xx,xxx.xx per annum.

Wages are paid 4 weekly for the 2 weeks of support provided during each pay period.

Please note: Duties involve helping with pet care so it is essential that any applicant is an animal lover.

MAIN DUTIES:

Are to support a disabled lady with Spinal Cord Injury – Level C6 - with living in her own home, all her daily routines, living tasks and attending work as and when required, and to support her for emergencies if needed through the nighttime hours.

Personal Care –

Support with getting up, washing and showering, dressing and taking medication in the morning, including application of creams, performing bowel management, emptying/changing of catheter bags, and thorough checking and reporting of skin.

Getting ready for bed and all necessary personal care in the evening, including undressing, taking medication, pressure area care, and positioning in bed.
Help with emptying catheter bags throughout the day and repositioning in the wheelchair.

The employer uses a sliding board, sliding sheet, hoist and sling but experience of the use of these is not essential as training will be given.

Daily Duties –

Preparing and cooking all meals, drinks and snacks throughout the day.
Making the beds, cleaning, and vacuuming throughout the home.
Laundry using an automatic washing machine and all associated duties including pegging out and putting away of laundry.

The employer manages all her correspondence and finances but needs assistance with the physical handling of money and papers. Good communication, both written and verbal is needed.

Driving the employer in her own car on all trips out – shopping, outpatient appointments, social outings, daily trips and to work. Support with transfers between wheelchair and car and putting wheelchair in and out of car.

The employer is self-employed and works part-time. When working in London the employer travels to work by train and drives to work when working anywhere else around the country. Support for the employer to attend work and whilst at work as and when necessary. There may be occasional overnight stays away from home.

All duties that are necessary to enable the employer to fulfil her daily life both away from and in her home whilst ensuring the safety and well-being of the employer at all times.

Any other task that the employer may reasonably request to be done, which falls within the scope of the job, that of being a Personal Assistant.

Please note the essential pre-requisites for all applicants:

They should be resourceful and able to act under their own initiative but happy to take direction from the employer, and willing to support and respect the employer's independence.

The applicant should be over 21 and have a good driving history (clean license preferable but small allowances can be made for the right candidate) for insurance purposes.

A confident driver of a manual car, used to driving in town traffic, countryside and on longer journeys is essential.

They should be a pet-lover and happy and comfortable (but not necessarily experienced) working with cats and a dog.

The working place is the employer's home and any successful applicant will understand that the harmony of the home environment should be respected and preserved.

Honesty, integrity and trustworthiness are essential characteristics, as is a good sense of humour. The applicant must be physically able to perform the duties required of the role.

Confidentiality towards the employer and anything heard, seen or learned while working for her will be respected at all times.

Previous care experience is not essential as a willingness to learn and an empathy with the employer are the important pre-requisites.

Training will be given on using the hoist, transfer board and other manual tasks.

Applications from suitably qualified/motivated light smokers are welcomed, but smoking is not permitted inside her home.

A clean, tidy bedroom is provided with TV, WiFi and storage for personal clothes & possessions for the week that the PA is rostered to work.

Three reasonable meals a day can be provided by the employer but any snacks or extra food is to be purchased or brought to work by the PA.

This post is subject to an enhanced DBS check, the cost of which is met by the employer.