

# Job description

## Job details

### Position

**Female Personal Assistant**

### Job reference:

**HB05/22/KE**

### Hours

**37.5 hour per week**

**Worked Monday to Friday 8.00am to 4.00pm (with a half hour unpaid break each day)**

### Rate

£9.50 per hour

### Area

Brackley (NN13 Area)

## About the employer

The Employer is young woman in her 30's. She is also a mother and a wife, living in her family home in Brackley. She is looking to employ a female personal assistant, to support and assist her in her everyday life.

## Main Duties

- Reminders to take medication
- Help to prepare meals, prompting to drink fluids and maintain a healthy diet.
- Take her eldest child to school for 8.40am. Collecting her again at the end of the school day.
- Daily household tasks, i.e. washing up, vacuuming, laundry. Changing beds once weekly.
- Wash and dry the Employer's hair once a week.
- Personal care may be required following surgeries – i.e. washing/bathing. And physical support (to aid sitting and standing etc.) as appropriate.
- To support employer in her recreational activities such as daily gentle walks etc. To Encourage her to access the community more frequently and undertake social activities such as attending baby groups etc.
- Driving Employer to her medical appointments and accompanying her as appropriate.
- To offer guidance and management with physical pacing, to avoid burn-out.
- Emotional support.

- To assist and accompany the Employer with a weekly food shop
- Holistic treatment of pain – offering heat pad, TENS machine. Reminders on how to manage pain, assisting with panic attacks and mindfulness.
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

## Additional employment information

The successful applicant will be friendly, able to give empathetic support, while respecting the Employer's independence, but also able to take instruction.

You must be a full licence holder and car owner/driver (with the appropriate business insurance) to be considered for this role.

Must be flexible, trustworthy and active with a good sense of humour.

Please note you will be directly employed by the person (or their representative) that you will be assisting. The Council is **not** the employer.