

Job description

Job details

Position

Personal Assistant

Job reference:

JB11/19/KE

Hours

Up to 24 hours per week worked as follows;

- 7.30am to 5.30pm on ALTERNATE Mondays and Tuesdays
- 10.00am to 4.00pm every Thursday
- The remaining 8 hours worked usually over two evenings – days of the week flexible. (These hours can be “banked” occasionally, to allow for longer trips/days out).

Rate

£8.72 per hour

Area

Long Buckby (NN6 Area)

About the employer

The employer is looking for a PA for their 18 year old son. He is a wheelchair user, enjoys sport, trips to the cinema, the gym, going to football matches and just generally being sociable!

A personal assistant is sought to support him with everyday living tasks and to explore and expand his leisure opportunities and activities.

Main Duties

- Provide personal care when required (training will be provided)
- Preparation of all food and drinks
- Administer oral medication
- Accompany on local trips and outings – cinema, football matches, sports clubs etc.
- A car driver with use of a reliable car (and appropriate insurance) is essential
- To provide companionship and participate in activities where appropriate.
- Any other task which you may reasonably be asked to do, which falls within the scope of the job as a Personal Assistant.

Additional employment information

The successful applicant will be friendly, full of energy and enthusiasm, whilst respecting the young man's independence.

A can-do attitude to assist him with his varied interests is needed, along with a willingness to help explore and identify new activities.

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

The family have a medium sized friendly dog – so you must be comfortable around animals (however pet-care is not part of the role).

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