

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**JC06/13/CW**

### Hours

7 Hours per week which are flexible, days and times will be discussed and mutually agreed at interview, additional available for cover as required.

### Rate

£9.50 per hour for employed PA under PAYE

£11.16 per hour for self-employed PA's (evidence of self-employment and Liability Insurance will be required)

### Area

Corby

## About the employer

The employer is a visually impaired lady, with diabetes, COPD and some mobility issues therefore uses a wheelchair. She lives with her teenage son.

A personal assistant is sought to support her continued independent life enabling her to enjoy her pastimes and also to assist her with her routine.

## Main Duties

- To assist the employer in the preparation and cooking of batch meals.
- Cleaning and tidying the kitchen afterwards, as necessary.
- Supporting with the employer's attendance of occasional, local outpatient appointments.
- Support with completing the shopping.
- Social inclusion - to support when out in the community when the employer is using her mobility scooter, or pushing her in her wheelchair.
- Car owner/driver essential for further a field trips, mileage will be paid (excluding commute).
- General Household Tasks, vacuuming, dusting, hanging washing out etc.
- Support with paperwork, reading letters, emails, some computer knowledge would be preferable.

- Prompt with medication, ensure my medications has been taken.
- 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.

A can-do attitude and aptitude to assist the employer.

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

The role requires close personal contact with an individual who is extremely vulnerable to the risk of infection and disease transmission. Preference may be given to applicants who have been fully vaccinated against Covid-19. Careful consideration will be given to applicants who can show the vaccination is not suitable for them on reasonable grounds.

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