

Job description

Job details

Position

Female Personal Assistant

Job reference:

LL09/12/DR

Hours

12 Hours a week (Monday, Tuesday and Friday 9.30am – 1.30pm)

Possible Saturdays going forward, this will be discussed further at interview.

Rate

£9.50 per hour

Area

Wellingborough (NN8 Area)

About the employer

A Personal Assistant is required to support a lady living with her family.

“My condition is Multiple Sclerosis which impacts on a day to day basis. I can become very fatigued and tired. I use an electronic wheelchair within my home and when out and about.

Your role will be to assist with a variety of tasks. To enable and/or assist me with the care and support that I require to live my personal and social life according to my wishes and interests. This includes encouraging, developing and enhancing both my physical and mental wellbeing requirements.

You will be helping to maintain my independence and to remain living in my own home.

Main Duties

Personal Care;

To assist with daily routines supporting my needs which includes but is not limited to;

- Supporting movement from the bed and utilising the hoist on days when this might be required.
- Support to wash, bathe and get dressed if required.

- Support with drying and tidying hair.
- Ensure medication is set out for the week ahead and reminders of when to take medication.
- Attend medical appointments as necessary and be there for support as required.
- Supporting exercises and physiotherapy as required to maintain as much independent movement as possible.

Domestic Care;

To assist me with the upkeep of the family home which includes but is not limited to;

- Prepare and cook meals and snacks as required.
- Ensure kitchen is kept clean and tidy.
- Ensure shower room is cleaned and mopped daily.
- Ensure other bathrooms are kept clean and tidy.
- Washing and ironing of household member's clothes.
- Grocery and other shopping as required.
- Collection of items such as prescriptions.
- Pet care such as walking and feeding the family pets.
- Change beds as required.
- Dust, vacuum and mop the house as required. □ General cleaning of house as required.

Mental wellbeing and social care;

To ensure that as well as meeting my physical needs, my mental wellbeing and social needs are also met which includes but is not limited to;

- Assisting to maintain relationships with family and friends by supporting attendance to social events such as MS lunches
- To facilitate meeting new people and developing new friendships
- To support getting about in the community by providing transport, driving our car or using public transport
- To help to maintain hobbies and interests, like going to the cinema, theatre, swimming, or going on trips or holiday etc.
- By being a companion at social appointments.
- Encouraging and facilitating personal grooming such as visits to the hairdressers, nail bar, salon etc.

Additional employment information

The following attributes are essential for someone who is in the role as a trusted carer;

- Honest
- Reliable

- Punctual
- Non-judgemental
- Ability to build good relationships based on trust and respect
- Ability to create and maintain a harmonious atmosphere which is conducive to positive mental wellbeing
- Flexible
- Adaptable
- Easy going
- Able to work alone
- Positive
- Willingness
- Understands equality and diversity

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