

Job description

Job details

Position

Personal Assistant

Job reference:

LT11/19/KE2

Hours

19 hours per week.

Please be aware that flexibility/adaptability is essential. All hours (including regular) are flexible and may change, swap days, or be added-to depending upon any events I am due to attend.

Rate

£9.50 per hour

Area

Braunston, Daventry (NN11 Area)

About the employer

I'm an artist and a single mother living in Braunston with my son. I have a neurological disorder that affects, among other things, my mobility, pain levels and fatigue. A personal assistant is sought to support me with everyday living tasks, to enable me to enjoy my pastimes and to assist me in my parenting role.

Main Duties

- To assist me in managing routines for myself and my son, such as medication, exercise, schoolwork, etc.
- To assist with light admin tasks, such as diary management.
- To support me with personal care, hair washing etc. The level of need may vary depending on how my conditions are affecting me on a day to day basis.
- To assist me in the preparation of cooked meals (i.e. chopping vegetables and prepping ingredients etc as my dexterity is reduced). This may be a co-operative venture again depending on how my conditions are affecting me on that particular day.
- Accompanying me on local outings – assisting me to pick my son up from school, take my son to the park, the cinema, shopping etc.
- Assist with meal planning, grocery shopping and the putting away of the items.
- General light household duties – vacuuming, tidying, dusting etc.

- Driving to local shops, school, etc in my wheelchair adapted vehicle – insurance restrictions apply. Therefore a driving licence is essential.
- Any other task which I may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

Please note I have two cats, Minti and Tallulah. They are very chill and friendly! I also look after a dog, Barney, on Mondays and Tuesdays. He's also lovely. Pet care may be required, but this is again dependent on how my conditions are affecting me on any given day.

Additional employment information

The successful applicant will be friendly, able to give empathetic support, while respecting my independence.

Must be flexible, trustworthy and active with a good sense of humour and able to take instruction.

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.

No previous experience in care required - I will train you in my personal and preferred ways of doing things regardless of previous experience. It should be noted that, although there are aspects of care involved with this work, you are hired as a "Personal Assistant" rather than a "carer"; the difference being that I am fully capable of making my own decisions.

Please note you will be directly employed myself, West Northamptonshire Council is not the employer.

