

Job description

Job details

Position

Personal Assistant

Job reference:

LW02/19/UL2

Hours

5.5 Hours per week

Worked as 1.5 hours on a Monday afternoon, and then 1 hour every afternoon from Tuesdays to Fridays.

Rate

£9.50 per hour

Area

Brixworth (NN6 Area)

About the employer

The employer is a young lady living in her family home in Brixworth. She needs some support in managing and maintaining nutrition, maintaining a habitable home environment, managing medication and carrying out responsibilities for her children.

Main Duties

- To assist the employer in the preparation and cooking of meals; she is not able to chop or peel and will need help with this.
- Cleaning and tidying the house including doing laundry.
- To help with managing medication.
- 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.

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

Please note this role is subject to satisfactory enhanced DBS checks.

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