

Job description

Job details

Position

Personal Assistant

Reference: LW07/21/JH

Hours

4 Hours per week worked over 2 days on a Monday and Friday from 1.00pm onwards. This may be varied according to the employer's needs with notice given.

Rate

£9.50 per hour

Area

Kettering

Message from the employer

The employer is an active young man living in supported living in Kettering.

He is a wheelchair user and a light smoker.

A personal assistant is sought to help him access the local community and enjoy some leisure activities beyond his home.

Main Duties

- Accompanying on local shopping trips and outings.
- Occasional visits to the cinema, cafes and supporting with finding other local social & leisure activities.
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.
- Support the employer with using public transport or the PA's own car, when mileage expenses will be paid.

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 with a willingness to help him explore new activities, joining in when appropriate.

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

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