

# Job description

## Job details

### Position

**Self Employed Carer / PA Support Worker**

### Job reference:

**PC10/09/JH**

### Hours

Flexible – up to 16 hours a week with extra hours, when needed, to cover sickness and annual leave of my other PAs.

Usual shifts worked; 10.00 am to 2.00 pm and 4.00 pm to 6.00 pm

**Please read the person description below.**

### Rate

£10.00 per hour to £12.00 per hour, depending on experience.

### Area

Corby (NN18 Area)

## About the person

A Contract to provide Services is offered, to fulfil the duties of a Personal Assistant to an independent, visually impaired person, with a young outlook on life.

The person contracted should be officially registered as self-employed with HMRC and be responsible for correctly reporting and paying their own income tax and national insurance contributions to HMRC.

I am looking for a reliable, caring, respectful, non-judgmental and friendly person who is calm and has a good sense of humour.

You must be able to drive and be comfortable around animals; especially dogs and cats.

You will be assisting with cleaning, appointments, shopping, walking the dogs, meal preparation and planning, reading information, completing forms and a whole host of varied tasks in and outside of the home and so ensuring that I can keep my independence whilst living in my own home.

The rate of pay is good, and the hours can be negotiated and be flexible. Initially I am looking for Monday to Friday from approximately 10.00am until 2.00pm and sharing evening and weekend shifts, at a later time, to suit my needs.

You will need to have a DBS or be willing to undertake one. You must have further ID, valid references and be Covid-19 compliant.

You should have experience in the care field, although this is not essential.

You will be resilient, observant and with the ability to follow instructions. You should have good communication skills, with a proven track record of being reliable and punctual and a willingness to go the extra mile.

Training and guidance will be given.

The role is based in a village near Corby.

Trust and total confidentiality with respect to all matters is essential.

## Main Duties

The varied duties when required will include:

- Assisting with the care of my guide dog and my other pets, including help with walking, feeding and cleaning.
- Assisting with the basic upkeep and tidying of my garden and outdoor areas.
- Helping with all household tasks that require sighted assistance, which will include sewing, ironing, and putting away of laundry. Cleaning and tidying within the house maintaining a habitable, safe environment.
- Help with preparing meals, including labelling of food containers and organising the same such as to aid a visually impaired person.
- Help with all tasks necessary for the above.
- Sighted assistance with setting up and using various equipment within the home and office.
- Assistance with all written material, correspondence, completing forms where necessary.
- Guiding and being aware of giving verbal information to a visually impaired person about the environment when indoors and out travelling.
- Driving me to and from events/venues, medical appointments, vet appointments and shopping trips.
- Assistance with correspondence and any other reading and writing tasks, which may be required to support a visually impaired person e.g. reading information on food and cleaning items, signage etc.
- Assist with care of animals and vet trips, as and when required.
- Accompanying on walks in the countryside/parks, various places of interest and local, national events, plus accompanying on theatre, cinema concerts and evening classes.

- Assistance on taking a holiday, or a short break, which may mean that you would be accompanying me once or twice a year as requested.
- Support to attend meetings and social events where necessary.
- Any other task which may reasonably be asked of someone providing the services of a Personal Assistant.

## Additional information

PA support worker to assist a registered blind person maintain their independence in and out of the home. Including assisting with the care of cats and dogs so must be comfortable around animals.

You will work on a rota basis and must be available every second weekend and on a Monday, Wednesday and Friday initially. I work with some flexibility so you will be able to plan your own schedule around my support needs.

The applicant must be a competent driver with the use of a reliable car. Mileage expenses will be paid for these duties (excluding commute). Local knowledge and access to the use of a SatNav are essential.

Being comfortable around animals is essential as the person has a guide dog and is a cat owner.

It is important that the applicant can provide these services at times requested, when given reasonable notice, so a flexible approach is needed.