

# Job description

## Job details

### Position

**Female Personal Assistant**

### Job reference:

**RT02/22/UL**

### Hours

16 Hours per week 8.30am-1.00pm Monday to Wednesday, 9.00am-10.00am Thursday and 8.30am-10.00am Friday

Possibility of working more hours to cover another PA's holidays with notice given. Please note that there is another different role available with the same employer; times may be slightly changed to suit a PA's other commitments.

### Rate

£9.50 if on payroll/ £10.41 if officially self-employed\*

*\*If self-employed you will need to provide official proof of your self-employed status with HMRC, and evidence of your public liability insurance*

### Area

Northampton (NN3 Area)

## About the employer

The employer is a lady in her forties living in her family home in Northampton who has motor neurone disease. The employer is a wheelchair user, and her condition will get worse and needs will increase.

Two female personal assistants are sought to assist the employer to get out in the community more, helping her with social and physical activities such as shopping or swimming.

## Main Duties

- To help with personal care, getting dressed and doing hairstyling
- To prompt the employer with medication taking, help with opening the package and checking if medication was taken
- To assist the employer in the preparation and cooking of a hot evening meal while covering another PA's evening shift. This may be a co-operative venture introducing the employer to new recipes and variations of meals ensuring a balanced and

attractive diet. Also making sure the employer eats properly during the day and there is supervision during use of a special cutlery, to help if the employer chokes on her food

- To help the employer with light household duties such as cleaning and tidying the kitchen, hanging laundry outside
- Supporting with the employer's attendance of occasional, local outpatient appointments
- Accompanying on local shopping trips and outings, ranging from walks in the park to swimming sessions where a PA will need to get into a pool and support the employer while she swims
- To support the employer with paperwork and making phone calls
- 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 role requires close personal contact with an individual who is 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.

The successful applicant will be friendly, kind and easy going with a good sense of humour.

A can-do attitude and aptitude to assist the employer with her varied interests are needed with a willingness to help her explore new activities, joining in when appropriate.

Preferable someone with a clean Driving License and owner of a car.

Must be comfortable to work while being around cats.

Please note this role is subject to satisfactory disclosure from DBS checks.

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

