**Personal Assistant Job Description**

**Vacancy Ref.**

**Purpose of Job**

The aim of the role is to provide support that is required that will allow me to lead my life independently.

**A bit about me:** *(i.e. I am fun loving, I like to meet new people, enjoys music classical music, I really enjoy making things and crafting, Pets?)*

**What is important to me?** *i.e.* *Living in my own home and maintaining my independence is very important to me. I am a people person and love seeing my friends and family.*

**A bit about why I need support** *ie I am living with Parkinson’s and need daily help, I have a long term medical condition, I have learning disability etc*

**What support I need to enable me to live well**

I need someone to support me with:

|  |  |
| --- | --- |
| Task | *please enter here a description of what the PA will be supporting with.* |
| * Personal Tasks
 |  |
| * Domestic Tasks
 |  |
| * Social Tasks
 | *e.g. Going to shops, clubs, out for coffee* |
| * Other Tasks
 | *(Specific to need i.e Driving to appointments)* |

**Personal Qualities & Attributes Required**

* I am looking for someone who is friendly and approachable
* Responsible, reliable and trustworthy.
* Good communication and social skills.
* To respect confidentiality and privacy and be sensitive to my needs
* To understand that dignity and independence are important.
* Able to accept responsibility
* Be willing to learn and able work on your own initiative.

**PERSONAL CARE:** If the position involves personal care for a female or male and you would prefer a PA of the same sex then the following text can be used – ‘It is requested that the applicant is female/male  due to the role involving intimate personal care.  For this reason it is exempt under the general occupational requirement section of the Equality Act 2010.’

**DRIVING LICENCE:** If one of the main duties is transporting the employer then the following text could be used – ‘Driving license with access to own vehicle / vehicle available for use / will have access to employer’s vehicle for transportation purposes.’

**Location:** Enter location of job.

**Hours:** XX Hours Per Week (enter work pattern if applicable).

**Pay:** £XX Per Hour

**Holiday:** 5.6 weeks per year including bank holidays (pro rata for part time).

**Start Date:** Enter anticipated start date of role.

**Additional Information**

Appointment will be subject to a DBS check, funded by the employer.

**Closing Date**

XX/XX/XX

*Please note that this advertisement has been placed on behalf of an individual employer that we are supporting. Should your application be successful and you are offered the position, you will be directly employed by the individual employer and not by the Wiltshire Centre for Independent Living.*