**Personal Assistant Job Description**

**Job title:** Personal Assistant

**Location:** In person’s own home out in the community,

**Nature of the job role:** To assist with a variety of tasks which include, personal care, bathing and dressing, medication, support with meal prep, activities, taking out to shop, accessing activities, drives in the country in person’s mobility vehicle. To support to live an independent life, develop social networks and support with overall wellbeing.

**Main Duties:**

**Personal duties:**  Follow all current care and support plans. Provide personal care, toileting, medication moving and handling. Support to attend appointments and activities. Support with meal preparation. Liaise with other professionals involved in person’s care. Support with identified goals to improve reading and mathematics skills.

**Domestic duties:** Support with domestic duties, bed linen, bedroom and bathroom clean and ironing clothes

**Social Duties:** Support to plan social activities in and outside of her home. Help to plan activities.

These duties may vary from day to day.

Any other reasonable duties that may be necessary.

**Hours of work:**

Regular weekday shift 8am – 4pm/4pm – 10pm

Saturday (alternate) 8am- 4pm/ 4pm – 10pm and sleeper till 8am

occasional cover for holidays and sickness

**Qualifications and Experience:**

**Essential:** Caring and kind friendly team player, a willingness to learn full training will be undertaken. Car driver, double vaccination status.

**Preferred:** Likes animals, especially dogs, experience of this type of work.