**Personal Assistant Role Description**

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| **Role** | Personal Assistant |
| **About me** | I’m a 18-year-old lady who is a full-time wheelchair user. Epileptic with a peg. I have a dark sense of humour with a cheeky streak and a love for food. Especially cake |
| **About [employer]** | *I will be the employer* |
| **Main contact** | *Please send an e-mail to* [*personalassistant7@yahoo.com*](mailto:personalassistant7@yahoo.com) *for more information* |
| **Role summary** | I am looking for a caring, empathetic person to support an 18-year-old. Experience with epilepsy and moving and handling preferred. It is important to be reliable, trustworthy, friendly with good communication. Knowing when to step in to keep me safe seizures. Being able to work on your own initiative. Maintaining a balance between caring and supporting and a willingness to learn is also important.  The support that I require will include:   * Washing/personal care * Dressing * Assisting with feeding * Provide assistance as required   You will also be expected to accompany me to the ARC |
| **Personal attributes** | I am looking for a Personal Assistant who is:   * Kind with a genuine, caring nature * Honest, trustworthy and reliable * Friendly and chatty * Patient and understanding * Able to work with me as an equal * Positive and Practical * Good sense of humour * Likes Animals * Ability to work on their own |
| **Skills and abilities** | You would need the following skills   * Experience of epilepsy and peg * Moving and Assisting Training * Good communication with the family * Driving Licence |
| **Availability** | Hours to be discussed at interview but may include weekend working if required |
| **Terms** | * £ depending upon experience and qualifications * ENHANCED PVG membership * 5.6 weeks annual leave calculated on a pro-rata basis |
| **Other information** | The Personal Assistant will be required to uphold my privacy and confidentiality at all times.  “As a Personal Assistant working in my home, I want you to feel welcome. Please be free to make tea and coffee anytime but always offer to make me one too. If the phone rings, and I cannot get to it please answer it and take a message. Using your common sense is essential but so is respecting me and my home.”  “I share my home with my dogs so it’s important to me that you treat them as part of the family.” |