

Job description

Job details

Position

Personal Assistant

Job reference:

JP07/19/DR

Hours

8 hours per week. Tuesday and Fridays 10.30am – 2.30pm.

Rate

£8.21 per hour as an employed PA

or

£9.87 on a self-employed basis (official HMRC proof of self-employed status must be shown and the correct public liability insurance policy must be in place).

Area

Northampton – NN1 Area

About the employer

I'm a lady living in the NN1 area of Northampton. I have COPD and high blood pressure. I'm diabetic and I have poor mobility so I walk with a 4 wheel walker when out and about. I'm looking for a female personal assistant to support and assist me with daily living and social activities.

It is essential that my personal assistant has use of a car and mileage will be paid for.

Main Duties

- To assist the employer in the preparation and cooking of a hot meal on both days.
- Cleaning and tidying the kitchen afterwards, as necessary.
- Support with taking a shower and washing hair.
- To help and assist with dressing and incontinence.
- To change bed sheets due to incontinence and make bed.
- To support with shopping for food and personal items.
- To support with social activities, such as going out for meals, going to the theatre and going for short walks.

- 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 successful applicant will be friendly, able to give empathetic support, while respecting the employer's independence but also able to take instruction.

Must be flexible, trustworthy and active with a good sense of humour.

Subject to DBS check

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