

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

PM07/19/DR

### Hours

5 hours per week worked over 2/3 days, which could include some weekends. Tuesday and Thursdays mid-mornings, with some flexibility as hours may be varied according to the employer's needs with notice given.

### Rate

£8.21 per hour

### Area

Northampton – NN3

## About the employer

The employer is a lady living in NN3 area of Northampton. The employer is registered severely sight impaired and uses a long cane when out and about.

A personal assistant is sought to support with all aspects of living independently including social activities. The employer will need prompting from her personal assistant to get out and about in the community.

## Main Duties

- To read through post and assist the employer with paperwork as needed.
- To check fridge contents and dates on food items once a week.
- Light housework if needed.
- To assist and support with coloured clothing – to support with making coloured clothing in wardrobe easier to manage.

- Supporting with the employer's attendance of occasional, local outpatient appointments.
- Accompanying on local shopping trips and outings, ranging from going for coffee to visiting garden centres.
- To assist and help with allotment which employer keeps chickens on.
- 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. 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.

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

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.