

# Job description

## Job details

### Position

Personal Assistant

### Job reference

SM07/19/JH

### Hours

15 Hours per week worked over 2/3 days, which could include weekdays and weekends. Mornings, afternoons and some evenings, with some flexibility as hours may be varied according to the employer's needs with notice given.

### Rate

£8.21 per hour

### Area

Rothwell, Northamptonshire

### Message from the employer

The employer is an active young lady living in her family home in Rothwell. She is a wheelchair user.

A personal assistant is sought to support her continued independent life enabling her to enjoy her pastimes and also to assist her to explore & expand her leisure opportunities & activities.

### Main Duties

- To assist the employer in the preparation and cooking of a hot evening meal. This may be a co-operative venture introducing the employer to new recipes and variations of meals ensuring a balanced and attractive diet.
- Cleaning and tidying the kitchen afterwards, as necessary.
- Supporting with the employer's attendance of occasional, local outpatient appointments.
- Accompanying on local shopping trips and outings, ranging from walks in the park to swimming & gymnasium sessions. The employer would also like to try horse riding amongst the possible new activities she would like to explore.
- Occasional outings further afield to London and Birmingham for the attendance of beauty and associated networking events.

- Supporting the employer to attend her local church services. It is not necessary that the PA stays for the duration of the service but all faiths are made welcome at the employer's church.
- The employer is an active 'you-tuber' producing a regular web-posting from her home using her cameras and associated IT equipment. Duties will include setting up her cameras for this and any other support needed to enable her to continue with this pastime.
- 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.