

JOB TITLE: Female Personal Assistant

JOB REF: YB10/05/JD/13.5

HOURS: 13.5 hours per week as follows;

Mondays 08:00 - 09:30 (can be flexible 08:30 – 10:00)

Tuesdays: 08:00 - 09:30 (can be flexible 08:30 – 10:00)

Wednesdays: 08:00 - 11:00 **AND** 15:00 - 16:30 (approx.)

Thursdays: 08:00 - 09:30 (can be flexible 08:30 – 10:00)

Fridays: 08:00 - 11:00 **AND** 15:00 - 16:30 (approx.)

Flexibility in start and finish times essential. To be discussed further at interview.

WAGE: £8.25 per hour

QUALITIES: Reliable
Flexible
Honest
Trustworthy
Responsible

MAIN DUTIES:

To assist a young woman who has Secondary Progressive MS, with the following tasks;

- Transporting to day centres and appointments
- Getting up, showered & dressed **
- Hoisting (ceiling hoist) **
- Toileting **
- Ensure medication is taken
- Ensuring enough drinks are given
- Preparing breakfast/lunch and assisting with eating
- Social outings/activities (shopping/day care centres)

** these tasks are carried out working alongside another Personal Assistant

Successful applicant must have a full clean UK driving licence as you will be required to drive the Employer's Motability vehicle (insurance restrictions apply) to Day Centres and appointments etc. If you do not have a driving licence you cannot be considered for this role.

Any other task that the employer may reasonably request to be done, which falls within the scope of the job, as a Personal Assistant.

Please note you will be directly employed by the person (or their representative) that you will be assisting. Northamptonshire County Council are NOT the Employers.

****Please disregard the posting date – if the position is still visible on the job site, then it is still active and open to applicants. Jobs that have been filled or archived are removed immediately****