Job Description for Female Personal Assistant KS/April19

The aim of the job is to provide assistance as required by me, the employer, a disabled woman in my 40s.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance when and how I need it allows me to lead my life independently, which involves all aspects be it social, personal and domestic. My PA will enable me to do this by listening carefully to what I want and following my instructions. My Personal Assistant is not required to have previous experience, as on the job training will be given. It is therefore vital that an employee has good communication skills.

It’s impossible to list every possible task, but the general topics are:

# Personal Tasks

* Assistance with washing/showering or bathing
* Assistance with dressing and undressing
* Assistance to get in and out of bed (using a ceiling hoist)
* Assistance to go the toilet
* Assistance with personal grooming/creams
* Assisting me with hair colouring/washing/drying and styling

# Domestic Tasks

* Preparing and cooking food (to my specifications)
* Laundry and ironing,
* General cleaning and tidying of house ie dishes, mopping floors, empty bins/recycling, making and changing bed.
* Assistance with shopping (either with, or for me)

# Social Tasks

* Help to go to pubs, cinema, concerts, theatre with or without friends
* Assistance with cooking for/entertaining friends and family (understanding the need to be available but not intrusive)
* Assisting me in hobbies, ie shopping, upcycling, crafts
* Driving me and family/friends, securing child seat/wheelchair clamps, seat belts.
* Escorting me to appointments, e.g. Drs, Bank etc
* Shopping for pleasure (my main hobby)
* Assistance with accessing transport/buildings/services

## Medical Tasks

* Observing/applying creams as a preventative or to irritated skin (if required)
* Assistance to take medication, with my request and direction
* Assistance with night ventilation (putting on equipment- non invasive)
* Assistance with other medical equipment, ie nebuliser, cough assist, when it is needed.

# Other Tasks

* Assistance whilst busy/working, being available but not intrusive
* Assisting me to look after my 2 cats, (feeding, grooming, litter)
* Escort me on holiday/weekends away
* Assistance to maintain equipment e.g. charging wheelchair, appliances
* Assistance with home decorating
* Cleaning windows (occasionally)
* Pushing wheelchair (Only in an absolute emergency)
* Any other reasonable task!

# Personal Qualities

* Friendly and easy-going
* Respectful of employers home, personal space and right to confidentiality
* Good communication and listening skills
* Punctual, reliable and flexible
* Ability to adapt to new situations, and use initiative
* basic cooking skills