



Job Description for Personal Assistant

The aim of the job is to provide assistance required by the employer, a **disabled woman/man**.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance when I need it allows me to lead my life independently. A Personal Assistant will enable me to do this by listening to what I want and following my instructions. It is therefore vital that an employee has good communication and listening skills.

The job involves assisting me with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected of a Personal Assistant.

After a period of familiarisation with the duties, you will be required to assist me with the following tasks, sometimes without close supervision. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of my wishes.

The job involves moving and assisting/use of a hoist etc. **(Indicate whether you are looking for a PA who has previous experience/training on this; whether training will be provided; and what kind of training will be provided)** You do not have to be strong to do the job well but general good health is important.

The job requires providing assistance with the following:

Personal Tasks

(List any tasks, which are specific to your needs. Here are some examples)

- Assistance getting in and out of bed
- Assistance with showering / bathing
- Assistance with dressing and undressing
- Assistance with brushing hair and teeth
- Assistance with eating and drinking

Include Job Reference and date



Domestic Tasks

(List any tasks, which are specific to your needs. Here are some examples)

- Preparing and cooking food
- Washing dishes and general cleaning of kitchen
- Laundry and ironing
- General cleaning and tidying of house
- Assistance with shopping
- Assistance to look after my pet

Social Tasks

(List any tasks, which are specific to your needs. Here are some examples)

- Help to go to pubs, cinema, theatre with or without friends
- Assistance when going out for a walk
- Shopping for pleasure
- Assistance with correspondence – phone calls / letter writing
- Assistance with other leisure activities e.g. board-games, music, reading

Other Tasks

(List any tasks, which are specific to your needs. Here are some examples)

- Assistance to maintain upkeep of equipment e.g. wheelchairs
- Assistance with gardening
- Driving
- Any other reasonable task

Include Job Reference and date



Personal Specification

(You can either list individual qualities or include a statement specifying what you are looking for. This can assist when shortlisting.)

Example 1

	ESSENTIAL	DESIRABLE
Education and Qualifications	Educated to secondary level	Relevant professional qualification or higher education training
Skills and Abilities	Ability to communicate clearly Ability to work without close supervision Good organizational / time Management skills Good interpersonal skills	Negotiation skills Creative problem solving skills Advocacy skills Basic computer skills
Experience/ Knowledge	Understanding of person centred working	Direct personal experience of disability
Personal Attributes	Reliable and trustworthy Flexible and responsible Non judgemental Ability to recognise work/personal boundaries Sensitive & approachable	Sense of humour Enjoys a challenge Persistence Team worker
Other Requirements	Occasional work at evenings or weekends according to needs of service	

Include Job Reference and date



Example 2

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour. They must be reliable, trustworthy and punctual. It is important that an employee is aware of and sensitive to my needs. As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship.

The Post

The post is for **10 hours** per week and the rate of pay will be **£?** per hour. The hours of work are:

Mon – Friday: 8-10am

Include Job Reference and date

SDS Options (Fife), Disabled Person's Housing Service (Fife),
West Shop, Law's Close, 339 High Street, Kirkcaldy, KY1 1JN
Tel: 01592 803280 Email: claire.sds@dphsfife.org.uk