

JOB DESCRIPTION

About the PA user: I am a woman in her 30s, physically disabled, whose interests include live music and photography expeditions. I also enjoy meeting friends locally and in town. When resting, I spend a lot of my time on the internet. This PA role is to assist me in daily life.

- 9 hours per week (core hours 8.75 per week, this is topped up by the PA user to 9 on a weekly basis) based at her home in Leytonstone.
- On rare occasions the PA user may require to top up to 12.5 hours a week – at least two weeks’ notice will be provided.
- Preferred hours of work are weekday lunchtime / afternoons, but the hours may be flexible (e.g. if you need a break at lunchtime).
- Hours will be adjusted to accommodate the PA user’s hospital appointments (once every 2-4 weeks on average) – this may mean an earlier start or later finish – at least two weeks’ notice will be provided.
- Most of the role comprises “housekeeper” tasks such as cleaning / laundry / changing beds / ironing.
- Some personal care – making basic meals (e.g. adding boiling water to a packet mix), being available to assist falls in the shower, making sure the PA user is awake on time, reminding her to take medication. Intimate tasks such as help with dressing or washing are not usually required, but may be necessary in extremis.
- Other tasks include accompanying the PA user to local shops, pub, or on short walks; collecting prescriptions from local GP surgery or chemist; any other similar requests that may be necessary.
- Holiday entitlement of 50.4 hours per year. You will normally be required to take Bank Holidays off. Appropriate advance notice will be given for any other dates that are required to be taken as holiday.
- Sick leave: There is no payment for sickness absence but Statutory Sick Pay can be claimed.
- Experience is not required as training will be given.
- The successful candidate will be CRB checked.
- One candidate is preferred, but jobshare will be considered.

PERSON SPECIFICATION

- Female / identifies as female
- Excellent communication skills
- Happy to work in the same environment as a friendly dog
- Physically able to push PA user in her wheelchair outside the house
- Open minded – PA user’s friends come from a wide range of communities
- Has permission to work in UK
- Has bank account in order to receive payment
- Complete respect for confidentiality – any breach will result in disciplinary action
- Understands social model of disability – this is a PA role, not a “carer”
- Able to work on own initiative but still willing to take instruction as required