**Personal Assistant Job Description**

**Job title:** Personal Assistant

**Location:** In persons own home out in the community,

**Nature of the job role:** To assist with a variety of tasks which include, personal care, and dressing, prompting with the toilet, medication, support with food preparation, supporting to attend activities. To support to live an independent life, develop social networks and support with overall wellbeing.

**Main Duties:**

**Personal duties:**  Follow all current care and support plans. Provide personal care, prompting with toileting, medication. Support to attend appointments and activities. Support with meal preparation. Liaise with other professionals involved in persons care.

**Domestic duties:** Support with domestic duties, bed linen, bedroom and bathroom clean and ironing clothes

**Social Duties:** Support to plan social activities in and outside of her home.

These duties may vary from day to day.

Any other reasonable duties that may be necessary.

**Hours of work:**

Fridays 8-3pm

Bank shifts for day and waking nights.

**Qualifications and Experience:**

**Essential:** Caring and kind friendly team player, a willingness to learn full training will be undertaken. Car driver.

**Preferred:** Likes music and joining in with activities.