

PERSONAL SUPPORT ASSISTANT - Job description

Overarching Aim

The overarching aim of the role is to ensure my personal physical support needs are met efficiently, with respect and dignity, and to assist me to achieve autonomy in my lifestyle.

To do this I must be able to operate easily, efficiently and effectively in my personal and professional life on a daily basis. This means helping me do the things I cannot do, choose not to do or choose to have assistance to do.

Responsibilities

...Assist me with daily tasks as needed

...Co-ordinate the management of household supplies

...Work flexibly and co-operatively with other people who use the office to ensure a smooth, respectful and supportive living and working environment

...Co-ordinate the upkeep of my home office, ensuring the overall cleanliness, tidiness and healthiness of the environment

Person specifications

Certain personality traits and skills are of major importance for this role. The role has a lot of variety and no day will be quite the same. The position has both personal and professional aspects. You'll need to be flexible, adaptable and attuned to my needs. I will ask for assistance when I need specific help and over time I expect you to learn to anticipate many of my required needs so that I do not always have to ask.

Daily tasks will include:

- ...Cooking
- ...Cleaning
- ...Running errands
- ...Household chores such as washing
- ...Assisting with personal support

The following qualities are essential:

- ...Honesty, integrity and reliability
- ...Good sense of humour
- ...Willing and generous spirit
- ...Responsible and down to earth
- ...Understanding of and total positive regard for lifestyle diversity
- ...Initiative

You will need to be aware of:

- ...Putting my needs first at all times
- ...Keeping the house and environments wheelchair accessible
- ...Maintaining confidentiality
- ...Appropriate conduct in different situations
- ...Being sensitive to me and others around me

Successful candidates will have all or most of the following abilities:

- ...Organise self and manage time effectively
- ...Listen well and communicate clearly
- ...Use initiative and take direction (and choose appropriately at any given time)
- ...Manage a stressful situation (or even a crisis) calmly
- ...Forward planning
- ...Computer skills - email and internet

You must manage your own transport & have a full current driving licence.