

## **JOB DESCRIPTION**

**Job Title:** Personal Assistant

**Hours of Work:** hours per week

**Rates of Pay:** £ per hour gross

**Purpose of Job:**

My child needs assistance with a number of aspects of daily living. We live in our own home.

As my Personal Assistant your job will be to provide the personal and domestic assistance my child needs to enable him/her to live a full and active life. I require reliability and punctuality from my Personal Assistant, who must also be able to respect our privacy and have an understanding of the need for confidentiality in all areas of their work.

**Supervision:**

As my Personal Assistant you will be directed by, and accountable to me in all aspects of your work. You should always ask what our needs are and listen to my directions and requests.

**Main Duties:**

My Personal Assistant will be expected to perform the following tasks:

**Personal Care:**

**Social Assistance:**

Escort whilst in transit.

**Enabling my child to carry out any activity I choose whether inside or outside our home, by carrying out any other requests which I may reasonably make.**