

The following is an example of a job description that can be amended to suit your personal requirements for the tasks that you would wish your individual PA's to undertake. Everything that is written inside a box can be changed to suit your personal needs. If you require further assistance please contact GCIL or the Scottish Personal Assistants Employers Network.

Job Description

Job Title

Personal Assistant

Hours

Core hours should be detailed in full, or be agreed at interview. It is important to highlight your worker will be required to work flexible hours. You should also mention if they would be required to do some weekend work. Once the hours are agreed they should then be incorporated within the job description.

The worker should be informed that initially they would be employed for a probationary period (insert details of your trial period, minimum 3 months, and maximum 6 months). If the worker is then offered a permanent post they must be issued with written terms and conditions of employment within eight weeks of their start date.

Rate of Pay

State hourly rate and other pay conditions e.g. £6.50 per hour etc. Give details of pay cycle i.e. weekly, 4 Weekly, Calendar month. You should also include overtime rates.

Responsible to

Your Name

Supervised by

Your Name (however some supervisory tasks can be delegated to a senior PA or a person of your choice, if you wish)

Purpose of Job

Example:

Enter your name and some brief details about yourself, you may wish to use something like this:

“As my Personal Assistant your job will be to provide the personal and domestic assistance I require to enable me to live my life in the way I choose. As my Personal Assistant you must be able to respect my privacy and have an understanding of the need for confidentiality in all areas of your work. Part of your duties may include moving and assisting me, training will be provided”.

Personal Tasks

The job involves all of the following, but, not to the exclusion of tasks and assistance that may develop during the period of employment.

As an example:

- *assist me to wash and shower;*
- *assist me with dressing and undressing as required;*
- *assist me to use the toilet as and when required;*
- *assist with any other tasks involved in helping me deal with health and hygiene.*

Domestic Tasks

As an example:

- *preparing and cooking meals to suit my diet;*
- *tidying up after meals;*
- *laundry and ironing;*
- *making and changing my bed;*
- *general cleaning e.g. dusting, hoovering etc;*
- *shopping - OR - assistance to go shopping.*
- *washing windows as required.*

Other Tasks

As an example:

- *you will be required to push my wheelchair when I'm out.*
- *assisting me to leisure or other activities.*
- *help with correspondence e.g. answering letters and making phone calls as required;*
- *routine upkeep of equipment e.g. wheelchairs, domestic aids;*
- *any other reasonable duties.*

Training

You may be required to undertake appropriate training to enable you to carry out your tasks effectively. This training will include an induction, some training may be given out with your working environment, e.g.:

Disability Equality

Moving and Assisting

Health and Safety

Other training needs identified throughout the duration of your employment will be considered and actioned, as and when appropriate.

Code of Conduct

Personal assistants should provide the help needed at the employers request. Too often disabled people find that those who assist them try to take over and make the decisions about what they should do and how. In fact, Personal Assistants should only provide the assistance really needed, by listening to the employers requests and instructions on how to do tasks. Getting the right assistance at the time it is needed enables the employer to lead their life independently.