

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Personal Assistant
<b>ACCOUNTABLE TO</b>	Home Care and Support Services Manager
<b>SUPERVISED BY</b>	Service Co-ordinator

## **JOB PURPOSE**

- To provide high quality, responsive care and support that meets individual client needs in the least restrictive way and in line with their care plan
- To observe and promote client's choice, independence, dignity, privacy and fulfilment
- To provide non-discriminatory care ensuring that cultural needs are respected
- To establish and maintain good professional relationships with clients, their family and friends and other stakeholders

## **DUTIES AND RESPONSIBILITIES**

1. Assistance with the activities of daily living
2. Provide companionship services which may involve trips out in to the community
3. Support clients to maintain relationships that are important to them, including contact with family and friends
4. Shopping (including preparation of shopping lists)
5. Assistance with paying bills
6. Day/evening/night sitting services, as required
7. Preparation of snacks and meals
8. Assistance with prescribed medication
9. General cleaning and laundry

## **DUTIES AND RESPONSIBILITIES DEPENDENT ON EXPERIENCE AND/OR TRAINING**

1. Assistance with dressing and undressing
2. Assistance with washing/showering/bathing and cleaning teeth/dentures
3. Assistance with skin and nail care
4. Assistance with hair care including washing and brushing
5. Assistance with toileting and continence management
6. Assistance with getting up in the morning and going to bed at night
7. Day/evening/night sitting services, as required
8. Assistance with feeding, as required (under appropriate nursing supervision)
9. Assistance with prescribed medication

## **ADMINISTRATION**

1. To maintain accurate and up to date daily records of client care and support
2. Maintain accurate records of financial transactions in line with Age UK's policy and procedures
3. Submit client timesheets on a weekly basis
4. To record visits by phone using a Telemonitor system (if applicable)

### **TRAINING AND SUPERVISION:**

1. To participate in induction training and regular in-service mandatory training programmes
2. If required, be willing to undertake the Diploma in Health and Social Care Level 2 (applicable to Respite & Personal Care)
3. To discuss with line manager further training and development needs and to undergo appropriate training as required
4. To participate in regular supervision sessions and the organisation's Annual Review and Development appraisal
5. To participate in staff and team meetings

### **REPORTING**

1. To immediately report accidents and any serious incident including safeguarding issues in line with organisational procedures
2. To immediately report any changes or concerns about clients including 'no reply' situations
3. Participate in the review of care plans as required

### **FUNDRAISING**

1. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.

### **HEALTH AND SAFETY**

1. To work within Health & Safety regulations, ensuring a safe working environment
2. To read all policies and staff handbook and understand their practical implementation with specific regard to Health and Safety, including manual handling, accident reporting and fire procedures

### **GENERAL**

1. To be aware of and implement all Age UK Leicester Shire and Rutland's policies in relation to the role specifically with regard to Health and Safety, Equality and Diversity, Handling Money, Confidentiality, Complaints, Professional Boundaries, Safeguarding Adults and Access to Records
2. This post is subject to a disclosure application with the Disclosure & Barring Service as to the existence and content of any criminal record
3. Any other duties that may reasonably fall within the purview of the job

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**