

## Job Description Personal Assistant (PA)

<b>Job Title:</b>	Personal Assistant
<b>Job Summary:</b>	Providing support to deaf, hard of hearing, deafened and deaf-blind clients living in the community in the Greater London Area.
<b>Responsible to:</b>	Laura Sampson – Independent Living Coordinator
<b>Hours of work:</b>	Various
<b>Pay Rate:</b>	£9.75 per hour
<b>Base:</b>	Home based

### **Purpose of the Community Support Worker role:**

Our Personal Assistants promote clients' independence as much as possible by providing personalised support, empowering clients to carry out daily tasks, and supporting them with communication where necessary, to access services in the community.

deafPLUS prides itself on enabling clients to lead more enriched and fulfilled lives, increasing their confidence, reducing isolation and working with them to achieve their potential.

### **Principal Responsibilities of Personal Assistant**

- To support a number of D/deaf and deafblind clients in a diverse range of community settings.
- To deliver personalised support to clients, empowering them to develop independent living skills and facilitating access to the wider community.
- To support clients to complete everyday living tasks including the payment of bills, managing correspondence and developing hobbies and interests.
- To facilitate access to local communities, facilities, services, information and opportunities.
- To ensure that client confidentiality is maintained.
- To liaise with deafPLUS Centre Manager regarding clients' current and emerging support needs and achievements.
- To attend regular supervision meetings and commit to attending agreed training opportunities.

- To keep accurate records, including timesheets, client records, etc., carrying out all the essential administrative tasks relevant to the post.
- To attend and contribute to Departmental/full staff meetings as required.
- Be willing to work evenings and weekends.
- Undertake any additional duties as requested by the Chief Executive & the Head of Business Development of deafPLUS.

## **Person Specification**

### **Post: Personal Assistant**

#### Experience / Skills Required

- Previous PA experience is advantageous
- British Sign Language (BSL) Level 2 or more is essential
- Deafblind Manual would be advantageous but not essential as training will be provided
- Physically able to push customers in their wheelchairs
- A flexible and reliable working attitude with a willingness to learn
- Essential Car Driver - A full driving licence and own transport are essential for non-disabled candidates as the successful post holder should be able to undertake independent travel to carry out the role. Alternative arrangements and/or reasonable adjustments can be considered for candidates who are disabled.