

Position: Personal Assistant
Location: Service user's home
Hours: Zero Hour Contract
Salary: London Living Wage
Reports to: Homecare Manager

Purpose of post

Enfield Carers Centre provides support to carers and people with care needs 24 hours a day, 365 days a year. As a Personal Assistant you will be supporting clients to maintain their independence by organising and supporting them with their social and physical activities whilst providing them with companionship. You will be carefully matched with one or more clients so you can build a one-to-one relationship with them.

Staff will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties a Personal Assistant will be expected to perform with some examples given for what the main duties involve. The exact duties to be carried out for each person with care needs are not limited to those examples, these will be agreed with a senior member of staff before the Personal Assistant begins providing support and will then be set out in a care plan. Comprehensive induction training will be provided. Staff will not work unsupervised until induction has been successfully completed.

Main aims of the post

- Promote independence and dignity
- To provide companionship
- To provide emotional support

Duties to include

1. Organising and supporting clients with their social and physical activities
2. Being a companion and having conversations with clients
3. Helping clients with self-care, such as toileting, bathing, dressing and oral health
4. Supporting clients with using public transport and escorting them on journeys
5. Arranging transportation and escorting clients to appointments
6. Helping with everyday tasks such as shopping
7. supporting clients with tasks around the house such as cleaning and cooking
8. Assisting clients with their financial paperwork, including the payment of bills and general money management
9. Running errands – assisting with tasks such as shopping or picking up prescriptions
10. Supporting clients to take their medication on time
11. To assist clients with mobility including use of wheelchairs, hoists etc
12. To assist with a therapeutic programme designed by a medical professional
13. To carry out basic first aid and summon emergency services

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Personal Assistant

14. To report any concerns about abuse or the welfare or safety of any adult or child there is contact with at work to a line manager / nominated person / person on call
15. To look after pets.

Health and safety

16. To implement, operate and maintain safe systems of work in accordance with Enfield Carers Centre policies, procedures and guidance, training, and associated risk assessments
17. To report to your manager any situations or issues for concern relating to significant foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To always work within the philosophy and policies of Enfield Carers Centre.
- To comply with the Health & Safety at Work Act 1974 and with Enfield Carers Centre policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are always applied.
- To comply with the Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post and that are set out in the care plan.

Benefits

- Flexible Working Hours
- 25 days annual leave (pro rata) plus 8 bank holidays
- Sick pay
- Company pension
- Health Cash Plan
- CarerSmart Discount Scheme
- Paid training face-to-face and online
- Free DBS Check
- Casual dress
- Recommend a friend bonus programme
- Staff wellbeing events
- Free office parking
- Company events

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Personal Assistant

Person specification

Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing care. • Experience of working with vulnerable adults and / or children.
Qualifications <ul style="list-style-type: none"> • Commitment to undertake Health and Social Care Diploma level 2 within two years of appointment. 	<ul style="list-style-type: none"> • Health and Social Care NVQs level 2 or 3 / Health and Social Care Diploma level 2 or 3.
Skills and abilities <ul style="list-style-type: none"> • Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries. • Able to work independently and take initiative while working within Enfield Carers Centre policies, procedures, guidance. • Able to demonstrate a caring and compassionate nature. • Able to demonstrate good verbal and written communication skills. 	
Knowledge <ul style="list-style-type: none"> • Understanding of the importance of confidentiality. 	<ul style="list-style-type: none"> • Understanding of the needs of carers.
Other <ul style="list-style-type: none"> • To be committed to safeguarding and promoting the welfare of vulnerable adults and children. • Able to work in the area covered in a time and cost effective manner. Drivers will only be permitted to carry service users if they have held a driving licence for at least one year and have no more than six points on their licence. • Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. 	