



## Kingswell Support Service

### Job Description: Personal Assistant

This job description will outline and explain what is required of PA's who would like to apply to work with Kingswell Support service. For further information about the company, please refer to the information leaflet or website ([www.kingswellsupportservice.co.uk](http://www.kingswellsupportservice.co.uk)).

**Position title:** Personal Assistant

**Reports to:** Manager

**Wage/Contract:** Information available on request

**Overview of role:** The PA is required to enable clients to access social activities they choose to participate in and help them to manage their daily living tasks. Ultimately, the PA should aim to try to encourage clients to be as independent as possible.

#### **Characteristics required of our PA's:**

- Hard working
- Friendly, patient and a good listener
- Respectful to the dignity of our clients
- Positive Mental Attitude
- Wear appropriate clothing when working with clients
- Good communicator (in BSL, Deafblind or Speech where needed)
- Ability to teach basic life skills to encourage clients to be as independent as possible
- Good organisation skills
- To be respectful of the clients' cultural and religious beliefs

#### **Duties and responsibilities:**

- To have a full clean driving license and own a car with business class insurance
- Ability to be flexible to solve problems when they arise
- Prompt and reliable
- Record keeping of clients' logs, tasks completed and time sheets
- Report to line manager as required
- To raise any concerns about clients' welfare if and when needed
- To attend any training required by Kingswell
- Maintain DBS clearance
- Able to comply with Kingswell's Confidentiality Policy
- Mindful of Health and Safety Legislation
- Maintain professional conduct while following Kingswell's Equality policy
- To be able to work independently and as part of a team



**When working with clients, the following tasks will be included in your role:**

- Assisting clients with jobs around the house, e.g. cutting the grass, supervising cooking and completing household chores
- Providing companionship by having chats with the clients
- Helping clients with paperwork, e.g. phone bills, letters
- Assisting clients with going shopping
- Encouraging and supporting clients to be socially active
- Assistance with trips out, holidays (in U.K and abroad)
- Supporting clients with making and attending appointments

If you think you have the qualities listed and are interested in applying for a job with Kingswell, please send your CV, listing two professional and one personal references with a cover letter to:

By Email: [contact@kingswellsupportservice.co.uk](mailto:contact@kingswellsupportservice.co.uk)

By Post: Kingswell Support Service

King's Chambers

Queen Street

Derby,

DE1 3DS

**BSL Applicants:** For applicants whose first language is British Sign Language (BSL), you are more than welcome to send a video of yourself talking about your work experiences, qualifications and why you would like to apply to work with Kingswell. Please send videos in compressed format (e.g. zip, jpeg) to the above email address.