



PEOPLE MATTER IW PARES - PERSONAL ASSISTANT – BANK STAFF

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Personal Assistant – Bank Staff
Location:	Various depending on the work.
Reports to:	PARES Officer & People Matter IW Manager
Line Manager:	PARES Officer
Responsible to:	People Matter IW Manager

MAIN DUTIES:

The role of the Personal Assistant is to support someone to exercise choice and control and lead a full, active and independent life. Duties within the role are varied and very much depend on the needs of the individual requiring Personal Assistant Support. Often no two roles are the same. The work is very flexible and most roles are part-time across different days and times. The support duties Personal Assistants will be expected to undertake will be agreed on a work plan between the Personal Assistant and the individual prior to commencement of work. The role of the Personal Assistant is flexible and may include things such as personal care, healthcare, domestic tasks, employment and social activities.

Qualities and Qualifications

There are not usually any specific qualifications required for PA work although it is very important that PAs have good listening skills, are willing to learn and can respond flexibly to individual needs.

In particular People Matter IW PARES looks for people with the following skills and qualities:

- Flexibility and adaptability – being prepared to support the person in the way they want and adapting to their needs and circumstances as they change.
- Respect for boundaries and mutual trust – understanding and respecting professional and personal boundaries.
- Motivation and attention to detail – displaying a positive, friendly attitude and following training and guidance.
- Commitment to maintaining privacy and confidentiality – the ability to keep things private and respect rules about privacy.
- Open minded and non-judgemental outlook – respecting individual lifestyles and choices and championing equality and diversity.
- Occasionally specific knowledge in key areas such as dementia support, autism, Mental health etc.

Training and Personal Development

As part of the role of Personal Assistant you will be expected to participate in training and Personal Development to suit the needs of the individual you are supporting. As part of People Matter IW's requirements all PA's will have to complete our indication based on the care certificate standards and relevant to their role. Training for PA's will be specific to the person or people they are supporting and is an essential part of the role. People Matter IW PARES service will support all PA's throughout any training/personal development and ensure that it is accessible and inclusive.