



## Job Description

**JOB TITLE:** Personal Care Assistant

**PURPOSE OF POST:** Personal Assistance work is at the cutting edge of helping those with disabilities to achieve independent living. The main emphasis of the job is to assist with a variety of tasks, enabling the Service user to continue with an active life both at home and in the community. You are to promote independence and allow the individual to do any task they are capable of completing safely.

If you have any concerns or issues these must be reported to a senior member of staff and the office immediately.

**TASKS:** To provide the care set out in the care plan for each individual service user. Meet regularly with your team co-ordinator, to discuss any concerns or changes needed in the updating of care plans.

**Please note** that your duties may vary from day to day. You should be prepared to carry out all **reasonable** tasks that are asked of you.

**RELIABILITY:** It is vital that you attend shifts punctually and commit to the times agreed. Should you be ill, please give as much notice as possible so that alternative cover can be arranged. Please also advise as to when you will be fit and well to return to your normal duties.

**TRAINING:** All staff will receive training and be shadowed whilst in the working field for a probationary period. All will have an opportunity to gain their certificates and update their qualifications to maintain a high standard of care being provided.