

Personal Assistant (Part Time)

(<https://www.activelink.ie/node/110460>)

Personal Assistant to Work with Professional Disabled Woman

Location: Navan, Co. Meath. Close proximity to Public Transport

Hours of Work: 20 hours per week that can include:

- Day Time Work – 21 hrs over 3 days, may include some weekend work
- Occasional Evening Work – requires working until 12am.

Hourly rate: €17 per hour, €18 for Sundays and double pay on Bank Holidays.

Previous work experience with Disabled People is not essential.

Reporting to: Fiona Weldon

Personal Assistant Is:

“An individual contracted by a Disabled Person to provide them with the human support they need in different aspects of daily living including, personal support, domestic tasks, assistance at school, university, in the workplace, or when out and about”.

Duties and Responsibilities:

- Assistance with cooking and domestic chores
- Driving car – applicant must be 25 years and have a full clean license for insurance purposes
- Travel and assistance when required
- Assistance with some non-intimate personal support needs, e.g. support to get into car, and out of car, some personal grooming
- Assistance with walking when required
- Taking dog for walks when required
- Taking out fold-up electric wheelchair from car, assemble and disassemble of chair
- Assistance with work related tasks – this can include support to attend virtual and non-virtual meetings/events, assistance with setting up training/meeting room, scribing, accurate note-taking, and typing up of notes
- Applicant needs to have good understanding of Office and have some knowledge in relation to researching, and composing documents
- Travel and work related stayovers
- Any other duties that may arise.

Essential Competencies & Characteristics:

- This role may suit mature students with an interest in Social Care, Equality and Human Rights
- Willingness to learn
- Take instructions and direction
- Maintain and respect confidentiality at all times
- Have clean personal habits
- Communicate openly at all times
- Demonstrate enthusiasm and diligence in relation to your role as a Personal Assistant, good humoured and conscientious.
- Have an ability to work on your own initiative when required
- Have an ability to scribe and take accurate notes.

Please note: As a Personal Assistant you are expected to respect the personal and private property and belongings. Damage to property due to repeated carelessness is not acceptable.

THIS IS NOT A CARING NOR A MEDICAL ROLE

All training will be provided. The successful candidate must be eligible to work in Ireland and be extremely fluent in English.

To apply for the position

Please submit your CV and a covering letter outlining your interest in the position to fwdpltd@gmail.com (<mailto:fwdpltd@gmail.com>).

Please take note that this position is based in a family home and there is a small friendly dog.

Closing date for receipt of applications: Monday the 16th September and note that applicants will be shortlisted.

This position could enable Social Care Students, Pre Nursing Students to gain a real insight into furthering your understanding of the lived experience of disabled people.

Region

Navan, Co Meath

Date Entered/Updated

26th Aug, 2024

Expiry Date

16th Sep, 2024

Source URL: <https://www.activelink.ie/vacancies/community/110460-personal-assistant-part-time>