Personal Assistant

Post	Personal Assistant
Salary	£13.45 per hour
Responsible	Team Facilitator

Enable is a dynamic, forward-looking and vibrant charity dedicated to ensuring an equal society where everyone has the right to live, work and participate as active and respected citizens in the communities of their choice.

Enable Cares provide human rights-driven, self-directed social care for more than 1,100 people across 27 local authority areas in Scotland. We do this through our industry-leading PA model.

Primary Job Purpose

Personal Assistants (PAs) at their best have the potential to improve the quality of life of people.

This is not a traditional carer role. A PA has an important role to play in supporting people to achieve the things that matter to them, working effectively with internal teams and external people, such as families to achieve this. This means helping people to make choices and decisions and exploring and accessing opportunities that help them develop a lifestyle that is meaningful and rewarding.

The PA plays a vital role in promoting and maintaining healthy and open relationships between employer and employee, this is a unique relationship based on trust, effective communication and mutual respect.

Main Duties and Responsibilities:

- This role will have increased autonomy and the PA will be expected to be skilled in enabling and sustaining the rights of individuals to lead in the choices about how they live their lives.

- Support individuals to develop a lifestyle that is dignified, rewarding and fulfilling, which should take into account friendship, sexual orientation, faith and other vital aspects of people's lives.

- Understands and demonstrates the importance of being a strong community connector, supporting the maintenance of existing relationships and development of new relationships.

- Work directly with the individual to provide a wide range of creative, open minded and varied options to encourage inclusion, based around individual needs and dreams.

- Demonstrates ability and commitment to work with individuals and their personal support plans to ensure people achieve their goals and outcomes and celebrate their successes.

- Recognise that each person is unique and acknowledging the importance of promoting individuals preferred communication style in order to develop successful and enjoyable relationships.

- Recognise that all behaviour has a message value, work closely with the person in order to understand what is being communicated and respond appropriately.

- Recognise the value that families have in the lives of people we support and always looking to maximise the positive impact.

- Helps people to understand the potential risks that may affect them, whilst supporting people to manage these through the promotion of safe systems, in order that any risks do not become a barrier. Personal Assistants will have a positive approach to risk which takes accounts of risk being part of life and the risks are different for each individual.

- To work alongside the person being supported to promote a safe and healthy home environment in line with how they wish to live their lives. This may include support with personal finances, maintaining home/tenancy and any other aspects of daily living.

- Works professionally and effectively within the team and with other key people to ensure that people achieve the best outcomes with person we support and recognises the value of this.

- Makes an active and positive contribution to the team by providing good ideas and solutions for team action plans to improve the effectiveness of the service, attend meetings.

- Be reflective and honest about own performance and seek guidance when unsure of how to proceed when undertaking any activity that you do not feel adequately prepared for.

- Have openness to learning and development, recognising that there is a shared responsibility to make this happen. Maximise the transfer of learning in to practice.

- Has the strength of character to adapt to challenging situations and be able to reflect on this.

- Raises appropriate/important issues in a timely manner with the person being supported/ the team/ Line Manager (as appropriate) and is proactive in suggesting ways in which they could be addressed.

- Raises concerns using the appropriate reporting and Management channels (be aware of current policy and legislation); particularly in relation to the protection and safeguarding of vulnerable people.

- When required to complete paperwork, uses all appropriate forms, tools and resources and completes them carefully and correctly and at the right time. Also to ensure that read information written by others.

- Increase the profile of the PA role and promote this role in any future recruitment for the person supported.