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**JOB DESCRIPTION**

**Job Title: Personal Assistant**

**Job Summary:** To support clients with mental health issues in their own homes, so that they may live in the community as independently as possible.

**Hours of Work:** Variable.

**Leave:** 25 days per annum plus bank holidays (pro rata dependant on hours.)

**Responsible to:** PA Service Manager

**Main Duties:**

* To provide emotional support.
* To accompany clients to appointments such as doctors, dentists, hospital - waiting with them and ensuring they get home safely.
* To support clients to visit friends, attend social events, go shopping or otherwise participate in cultural, leisure or informal learning activities.
* To support clients to carry out light domestic tasks in the home and garden. Where more substantial assistance is needed, to support the client in making arrangements for this.
* To ensure clients are aware of other services, organisations and opportunities in relation to education, volunteering, employment and leisure.
* To support clients with financial management and budgeting, including applying for welfare benefits and in paying household bills.
* To support clients in planning, shopping for and preparing nutritionally and culturally appropriate meals.
* To keep accurate and relevant records as required by the line manager.
* To maintain effective communication with the PA Manager, who retains responsibility for the running of the service.
* To work in accordance with the conditions, policies and procedures of Norton Housing and Support including abiding by the Confidentiality Policy and Lone Working Policy.
* To attend Supervision sessions and Team Meetings as agreed with the PA Manager / Manager.
* To carry out any other reasonable duties as required by the PA Manager.

April 2018