

## **PERSONAL ASSISTANT PERSON CRITERIA**

When filling out your application form, it is important that you refer to the list below and provide evidence in each area:

### ***Must have...***

#### **Experience**

- An awareness or understanding of the post requirements and job role.
- Experience of working as part of a team, e.g. past employment, voluntary work, etc.

#### **Skills**

- Possess skills in basic household tasks, e.g. cookery and maintaining a balanced diet, everyday household budgeting, DIY, household maintenance, gardening, hygiene, laundry, ironing and cleaning.
- The ability to communicate effectively with a range of people, e.g. staff, managers, families, GPs, etc.
- The ability to work on your own initiative and to use a common sense approach to solve everyday problems.

#### **Knowledge**

- Knowledge of Health & Safety in the home.
- An understanding of issues faced by people with disabilities.

#### **Attitude**

- A willingness to participate in service user based activities such as hobbies, interests, etc.
- A willingness to attend training events to develop your role within the Company.