**RW IMC Job description**

Although I am totally blind I do take part and assist in all aspects of my support. I am a long cane user and I am very experienced showing people how to guide a blind person, which will be required on a regular basis.

**Domestic Tasks**

Preparation and cooking of food;

General cleaning of kitchen and washing dishes, cleaning floors with cleaning machine, cleaning of bathroom; vacuuming the carpet, dusting furniture or supervising me carrying this task out;

General tidying of house;

Ironing and folding laundry;

Assistance with shopping food and other items including clothes;

**Social Tasks**

Help with reading correspondence and filing, computer based searches, writing my dictated Emails, labelling compact disks which I Braille; Assisting with telephone and Alexa calls;

Shopping for pleasure;

Going walks, going to Cafes;

Occasional Theatre trips, Going to Festival/fringe shows;

I also, when it is possible, enjoy attending Musselburgh race course and would look forward to doing so again in the future, with PA support.

Reading books, newspapers and magazines. This wouldn't be all the time but it is something I miss out on, even in these technological times and I still occasionally shop for books.

**Other Tasks**

Accompanying me to meetings i.e. with my Bank, the RNIB, the Council, Network Rail etc.; Reading and maybe filling in forms, reading documents.

**Personal Qualities**

I feel it is important for a Personal Assistant not to rush the task in hand and give it due care and attention. You should be flexible and patient. Reliability and trustworthiness are important, as is a good sense of humour. Resourcefulness and the ability to problem-solve is also required. You should be able to think innovatively to tackle situations that might arise during your work time with me, problem solve with me or work to identify what other support (individuals and organisations) may be able to help.

While it might be subjective, a good sense of humour, combined with these other qualities would also come in useful!