***BM1024Evenings***

***Job description – 2 x Personal Assistants (PA) one year contract***

**Number of hours:**

25hrs/wk over 5 evenings - 6 pm to 11pm. (15hrs and 10hrs)

**Qualities and attitudes:**

Patience, compassion, thoughtfulness and open mindedness

**Requirements**

* An up-to-date PVG or willingness to go through disclosure process
* Right to residence in the UK for work and/or study for the contract term
* References from two sources - one to be professional (this can be a tutor, former or current employer)

***Person specification***

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| ***Essential***  | ***Desirable***  |
| *A ‘can do’ attitude* | *Experience of Person-centred practice and principles* |
| *Openness to learning*  | *A qualification/training in a therapeutic approach e.g. counselling or Allied Health professional training*  |
| *Willingness to take direction and guidance*  | *Experience of working with a disabled person*  |
| *Ability to learn quickly and to take the initiative*  | *Experience of supervision*  |
| *Warm, compassionate and empathetic manner*  | *Experience of and understanding of mental health issues including OCD, anxiety and depression*  |
| *Reliable*  | *Knowledge of the impact of sleep apnoea on memory and cognitive processing*  |
| *Trustworthy* |  |
| *Good time management* |  |
| *Strong communication skills including ‘active listening’* |  |
| *Patience and ability to work at the employer’s pace*  |  |
| *Good spoken and written English* |  |