A Personal Assistant (PAS) Required in the Dublin 9 area (https://www.activelink.ie/node/87438)

This person is required to assist a young professional male with a physical disability in all aspects of daily living, along with office related tasks in home office and at work. This fantastic opportunity is ideal for a friendly professional, who is energetic and a positive person with a good sense of humour and an ability to adapt to new people and environments when attending professional and/or sociable events.

This is not a medical role, and previous experience of working with a disabled person is not essential. A Social Care background and/or qualification is desirable but not essential.

Duties which enable him to live an active and independent life include:

- Accompanying the gentleman to and from professional and social events.
- Assistance with shopping.
- Assisting him as directed, with some aspects of childcare with his two children
- Some light housework duties.
- Some office and I.T related tasks in his work environment.
- Accompanying him too and from his office at work.
- No Personal care assistance is required in this role.

Discretion and confidentiality needs to be practised in all aspects of this role along with the following key competencies:

- Excellent verbal communication
- Highly organised
- Willingness and ability to take instructions and direction
- Strong attention to detail
- Extremely punctual
- Experience with or the desire to work with children
- Comfortable working with technology
- A willingness to travel (at least once a month) in Ireland and possibly abroad in the future, as part of his work and personal life.
- Legally permitted to work in Ireland.

The successful candidate is required to:

- Possess Garda clearance
- Attend mandatory training, as arranged by Line Manager.
- Attend for interview.
- Have a basic to Intermediate knowledge of Microsoft office and be comfortable using technology.

Further ‘on the job’ training and full direction in all areas of this position will be provided.

Favourable basic, anti-social and Weekend rates offered, full Remuneration will be discussed at interview stage. This position will be a 30–33-hour week minimum, more hours can be offered if required by either party, including weekdays, and 2 weekends per month. An agreed shift pattern will be provided, Advanced notice will be given when any changes need to be made. a willingness towards flexibility is preferable to cover annual and/or sick leave

To apply, please submit your CV and a short cover letter outlining your interest and suitability for the role to: brian.d.dalton@gmail.com. Closing date for receipt of applications is 6pm Friday 4th February 2022.

Please note: Shortlisting of applications will apply. An initial phone screening conversation will take place initially, if suitable, interviews will be conducted remotely and in person. The successful candidate will be employed by My Life My Way LTD. funding is provided by the HSE. Please see Job Description for more details.

Region
Dublin 9

Date Entered/Updated
6th Jan, 2022
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