



# Personal Assistant

Job Pack





## Personal Assistant

**TITLE:** Personal Assistant

**LOCATION:** Community based

**HOURS:** Part and full time hours available

**ACCOUNTABLE TO:** Lead Care Coordinator

The Bridge is part of the Tx Group, a growing private therapy company, providing a variety of health and education therapy services in the North West of England.

The Bridge is a privately run outpatient service offering immediate specialist support to children and adults who may be experiencing eating disorders or concerns surrounding eating behaviours. We identify/recognise that there are limited options available for families seeking access to outpatient services and existing facilities often have large waiting lists and strict inclusion criteria. Our team provide a supportive outpatient service for those who are seeking immediate treatment and adopt a multidisciplinary team approach to help achieve effective long-term results for children and their families in overcoming food related problems.

The Bridge works with a multidisciplinary team including specialist dietitians, mental health nurses, psychologists and medics. Our company philosophy is patient-centred and holistic. We are committed to providing the highest standard of care to everyone we treat, helping children and parents make real progress in a professional, caring, safe and supportive environment.

The Personal Assistant will work with clients in the community - based in home, school and social settings.

### Apply now

To apply for this position please send your CV along with any covering information to [careers@thebridgeservice.co.uk](mailto:careers@thebridgeservice.co.uk)



We provide children and adults with immediate access to a multidisciplinary specialist eating disorder service.

## Job summary

### Main Responsibilities:

- To deliver a high standard of personal care to patients and families.
- To actively engage in the use of supervision and all other training opportunities provided to further professional and clinical development.
- To liaise with other healthcare professionals, clients, parents and any other relevant individuals in a professional manner.
- To work within a wider MDT and provide progress reports / feedback / raise concerns as appropriate.
- Working to help children with an eating disorder maximise the quality of their life.
- Actively engage in safeguarding.
- Ensuring patients keep in line with their agreed therapy goals outside of clinic.
- To complete home and school visits in line with care plans.
- Supported therapeutic eating (STE) and behaviour management.
- To be available for morning / evening and weekend support as required and potentially overnight / resident stays, if requested by client and family.



Our vision is to improve the health of children and adults by providing them with immediate access to an evidence-based multidisciplinary eating disorder service.

## The ideal candidate

### General Responsibilities:

- To manage all tasks effectively and efficiently.
- Set high standards of self and others, assume responsibility and accountability for completion of tasks on behalf of the team.
- Monitor and update diary and bookings system where necessary.
- Update clinical notes following each appointment.
- Actively participate in selected quality management activities.
- Assist with the coordination of everyday services.
- To demonstrate effective time management and organisational skills during management of own workload and to be able to adapt to an unpredictable work pattern on a daily basis.

### Team Member Responsibilities:

- Run an efficient and high quality service.
- Collaborate to deliver an excellent customer journey and experience.
- Participate as part of a happy and motivated dynamic team.
- Provide the best experience in the best environments.

### Teaching, Training and Professional Development Responsibilities:

- Participate in the appraisal system as appraisee, and be responsible for fulfilling agreed objectives and personal development plan.
- Recognise own development needs and identify in conjunction with how these can be met.
- Participate in the teaching and training of team members.

**This job description is not meant to be exhaustive and reflects only the current and anticipated responsibilities of the post. The successful applicant will be expected to work flexibly in order to meet the overall needs of the position.**

## Why us?

At The Bridge we believe that looking after our employees and providing them with an enjoyable working environment is an important aspect to a successful organisation. If you are successful in this application process, you will be able to enjoy:

- Working for an innovative company that puts its clients' needs first
- Being part of a supportive team
- Immediate access to multidisciplinary team support
- Regular staff events
- Working for a flexible employer
- Recognition

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Our therapy is evidence-based and focused  
on the needs of our patients



## Contact us

We would love to hear from you! Please feel free to get in touch.

0161 820 8010

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