

TRAITS OF A GOOD PERSONAL ASSISTANT

As a personal assistant you play an essential role in the life of a person with a disability, helping the person to live an *independent and self-determined* life. You will provide support in many areas, to a wide range of people. This profession requires knowledge (e.g. *how to plan for an emergency*), *ethical judgment, proper etiquette*, and the ability to develop positive relationships. The work can be *challenging*, but it is critical to the person's life. Some important things to keep in mind that will make you a good personal assistant are:

What Makes You A Good Communicator?

- Don't be afraid to ask questions if you do not understand something your employer asks you to do
- State what you want but listen and compromise when it is best for everyone

What Makes You Responsible?

- Arrive to work on time
- Call if you can not make it to work on time or if you are sick
- Let your employer know as soon as possible if you need any time off
- Perform the tasks that are asked of you to the best of your ability



What Should You Do To Be Attentive?

- Learn and understand your employer's unique needs
- Listen to how your employer would like a task done even if you already know how to perform a task