**Job Description**

**Job Title** Personal Assistant

**Hours** ho8 hours per week to work two shifts per week between 4:00pm-8:00pm Monday-Friday

**Rate of Pay** £9.00 per hour

**Purpose of Job**

Your role will be to provide Zaid with the quality 1-1 support, personal and social assistance that he needs to enable him to live a fulfilling life.

Zaid is a happy, sociable young man who is 13. He is a chatterbox.

Zaid enjoys watching aeroplanes, visiting garages and looking at the cars, he also likes to go to the Metro Centre and to the library.

Zaid tires very easily and falls easily as his walk is unsteady. He will use his manual wheelchair to get around whilst out with you and will require you to push this.

Zaid requires support in all aspects of his daily living including feeding and personal care. Zaid has a PEG feeding tube he is fed four times a day and you will required to administer this when you arrive. Full training will be given.

As Zaid’s Personal Assistant you will work under our direction to meet Zaid’s needs and will be accountable to us in all aspects of your work. You must be reliable and be able to use your initiative. You must also be able to respect our privacy and have an understanding of the need for confidentiality in all areas of your work.

As Zaid’s Personal Assistant you must be able to handle the physical skills of lifting, pushing and bending.

**Main Duties**

The role will be to accompany Zaid out to an activity before then assisting in him his evening routine for bed. The main duties of the job are outlined below. However, because Zaid’s needs vary on a day to day basis, it is extremely important that your approach to work is flexible. You will be expected to carry out any other reasonable personal assistance tasks that we request.

**Personal Assistance**

* Assisting Zaid to get into his wheelchair and in and out of the car
* Bathing/showering Zaid on an evening
* Getting Zaid ready for bed
* Administering Zaid’s feed through the PEG
* Changing pads
* Ensuring Zaid’s safety at all times
* Encourage Zaid’s independence
* Giving Zaid any required medication
* Carrying out Zaid’s Stretches as directed by his physiotherapy programme
* Using the Cough assist

**Social Assistance**

* To provide and assist Zaid with activities of his choosing
* To enable Zaid to access his local community
* To accompany Zaid to activities such as the local libraries, car showroom garages and the metro centre
* To enable Zaid to develop his interest in aeroplanes

Full training will be given on any moving and handling aspects of the role as well as training on any medication, PEG feeding, cough assist and Physiotherapy exercises

**Person Specification**

To be Zaid’s Personal Assistant you should:

* Have some experience of working with disabled children or adults with complex needs
* Be physically able to meet the demands of the role
* Have a positive attitude towards disability
* Be willing to work under our direction
* Be able to work flexibly to meet our son’s needs
* Not smoke around our son
* Not drink alcohol when working for me
* Have good general health
* Be reliable and trustworthy
* Be a good time keeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss our household and domestic circumstances with others, other than with our specific permission
* Keep information gained in the course of your employment confidential
* Be able to respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Respect our son’s privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least basic reading, writing and number skills
* Be able to drive and have access to a car suitable for a manual wheelchair, when folded, to go in

You do not need any formal qualifications but you must be willing to learn how to do the job under our direction.

**APPLICATION FORM**

**For the job of: Personal Assistant**

**IMPORTANT: The form must be completed in full. A curriculum vitae will not be accepted as a substitute.**

**YOUR PERSONAL DETAILS**

Title:

First Name: Middle Name:

Last Name:

Address:

Postcode:

Telephone number (Home): (Mobile):

E-mail address:

National Insurance Number:

Do you hold a current full, clean driving licence which is valid in the UK?

If yes, for how long?

Do you have your own transport?

**TELL US ABOUT YOU……**

What makes you a good candidate for this post? Please make your response relevant to this particular post and detailed Job Description.

What achievements are you most proud of?

What do you like to do in your spare time? What are your interests and hobbies?

## YOUR EMPLOYMENT HISTORY

What is your current job (paid or unpaid) and what do you most enjoy about it?

(Continue this information on a separate sheet if necessary)

Please tell me briefly about your previous occupations (paid or unpaid):

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| Date | Employer | Position | Reason for leaving |
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**YOUR EDUCATION AND TRAINING**

Please give details of your education/training including any qualifications relevant for this role:

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| --- | --- | --- | --- |
| Date | School/College/ University/Trainer | Qualification/Training Course | Grade |
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**A FEW MORE QUESTIONS……**

Could you work extra hours at short notice?

I may need assistance with form filling, paying bills and shopping. Would you be able to help me?

Would you be prepared to work in a house where smoking is not permitted?

Please tell me if there are any Personal Assistance tasks that you couldn’t perform, either for religious, cultural or medical reasons or just because you wouldn’t want to.

When would you be able to start work?

Where did you see this advert?

**DETAILS OF CRIMINAL CONVICTIONS**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). Applicants are not entitled therefore to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act unless they are subject to filtering. Any information given will be completely confidential.

Declaration: Have you had any criminal convictions that are not subject to filtering?

Yes/No

If yes, please give full details. Use a separate sheet if necessary

**REFERENCES**

Please give the details of two people who have agreed to act as referees for you. One must be a current or most recent employer if you have one; they should not be a member of your close family.

1. Name:

How do they know you:

Address

Tel no:

e-mail:

Contact following Interview but Prior to Job offer? YES or NO

2. Name:

How do they know you:

Address

Tel no:

e-mail:

### Contact following Interview but Prior to Job offer? YES or NO

**DECLARATION**

I confirm that, to the best of my knowledge, the information on this form is accurate and that I have not omitted any facts, which may have any bearing on my application. If I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.

Signed Date