**Job Description**

**Job Title** Personal Assistant

**Hours** 12 hours per week term time

 32 hours per week holiday time

3 posts available days and hours to be agreed. Hours to be split amongst a team of 2/3

**Purpose of Job**

Your role will be to provide my son Adam with the quality 1-1 support, personal and social assistance that he needs to enable him to access his community as well as providing support within the home.

Adam is a happy, sociable boy, he is 9 years old. Adam has a cheeky sense of humour, sees the funny side in everything and has great communication skills.

Adam loves computers, drawing and making up stories. He enjoys going to the library, swimming and to the cinema.

Adam tires very easily and walks on his tiptoes. He has a manual wheelchair to get around outside and will require you to push this.

Adam requires support in aspects of his personal care, help to shower and toileting. It is important that you are willing to carry out personal care tasks within the Islamic Cultural guidelines that we would show you.

Adam has a diagnosis of Autism and has related sensory issues, he doesn’t like too much noise. Adam doesn’t display any aggressive behaviour, if something upsets him you will be required to reassure him and calm him.

Adam receives ABA therapy (Applied Behaviour Analysis) and you will have the opportunity to receive training in the therapy and use it to work with Adam. The program focuses heavily on teaching communication skills, social & play skills, academic literacy and self-help skills. Full training will be provided.

As Adam’s Personal Assistant you will work under my direction to meet his needs and will be accountable to me 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.

Good time keeping is extremely important as well as a passion for what you do.

As Adam’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 Adam out to activities, as well as providing support to the morning and evening care routine. The hours are shared between two PAs so you will not be expected to do both morning and evening in the same day.

There will be times where we may ask you to accompany us on family outings to provide us with support for Adam.

The main duties of the job are outlined below. However, because Adam’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 Adam to get into his wheelchair and in and out of the car
* Showering Adam on an evening
* Getting Adam ready for bed
* Ensuring Adam’s safety at all times
* Encourage Adam’s independence
* Support Adam in meal preparation, encouraging him and helping him to prepare his meals and then how to tidy away after
* Work with us and our other staff in promoting and developing Adams independent life skills for now and the future
* Assisting Adam in the morning to get ready for school

# Social Assistance

* To provide and assist Adam with activities of his choosing
* To enable Adam to access his local community
* Adam follows a halal diet and it is important you are aware of what this means or be willing to learn

**Educational Assistance**

* Implement the ABA programme under the direction of the ABA consultant
* Attend any planning or review meetings connected with the programme
* Provide feedback to family and professionals

**Person Specification**

To be Adam’s Personal Assistant you should:

* Have some experience of working with disabled children or adults with autism
* 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
* Preferably able to drive and have access to a car suitable for a manual wheelchair, when folded, to go in. Driver is not essential though
* Be aware or prepared to learn and work within our cultural and religious practices relating to food and personal care

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):

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Employer | Position | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**YOUR EDUCATION AND TRAINING**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date | School/College/ University/Trainer | Qualification/Training Course | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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

Please return this form to:

Direct Payments, Disability North, Castle Farm Road, Newcastle upon Tyne,

NE3 1PH. Or by e-mail directpayments@disabilitynorth.org.uk