## Job Description

**Job Title** Female Personal Assistant

**Hours** up to 6 hours per week to be used flexibly

**Rates of Pay** £9.00 per hour

**Purpose of the Job**

Lisa is a lovely, well natured young lady who is very active and enjoys being out and about. Lisa can need some encouragement to participate in activities and will need some support to stay on task and not get distracted, as she can easily lose interest.

Lisa has no hearing or speech, therefore, she communicates through limited signing, leading you and PECS board.

As Lisa’s Personal Assistant, you will work under our direction to provide support and assistance to Lisa and you will be accountable to us in all aspects of your work. You should always ask first what Lisa’s needs are and should always listen to and act on our requests and directions.

As Lisa’s PA you will need to be reliable and able to work your hours in a flexible way.

You must also be able to respect our privacy and have an understanding of the need for confidentiality in all areas of your work.

**Main Duties**

The role will involve supporting Lisa inside her home or accessing her community. Specific activities of our choosing or activities that you can plan with Lisa.

It is important to choose activities that Lisa enjoys.

Lisa particularly likes craft activities such as sticking and bead threading. She also enjoys going bowling and to the local library.

The role will include providing a sitting service within our home.

You will work very flexible hours by agreement and the nature of the job means that you may be required to work more hours some weeks than others. The days and times you work may vary depending on Lisa’s needs and it is important that you understand that the hours will not be fixed.

As Lisa’s needs will vary it is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any other reasonable Personal Assistance tasks that we request. You will be required to carry out the following tasks on a flexible basis:

**Personal Assistance**

* Lisa will require support with personal care in terms of female hygiene and encouraging her to wash her hands after using the toilet.
* Break down food into small bits and supervise Lisa at all times whilst eating and respond appropriately if she were to choke.

**Social Assistance**

* Assist Lisa with fun and stimulating activities inside and outside of the home.
* Take Lisa out in her local area, trips to the coast or the city centre. This can be via metro, bus or car.
* Closely supervise Lisa whilst out, Lisa has no awareness of danger, you will need to hold her hand at all times around roads and places where she could run off.

**Sitting Service**

* Provide Lisa with the meal that I would have prepared for her and supervise her whilst eating.
* Support her in activities such as jigsaws, games, Lego.
* Support her in her bedtime routine, clean her teeth thoroughly.
* Lisa will get herself dressed for bed.
* Lisa will watch a DVD or play on her iPad for a time before going to bed.
* Lisa may try and bounce on our bed, please do not let her do this.
* Give Lisa her medication.

**Medical Assistance**

* Lisa suffers from epilepsy. There is no particular trigger to them and they can happen at anytime.
* She takes daily medication to try to manage the seizures. They are not daily occurrences, but could happen at anytime.
* Lisa takes medication at 8am and 8pm. If you are with her at those times you will be responsible for administering the medication. It is given orally via a spoon.
* In case of a seizure, you will need to follow the emergency plan that will be given to you.
* Lisa wears a cochlear implant in her left ear. It is vital that this implant is protected at all times.

**Total Communication**

It is vital to the role that you speak directly to Lisa so she can see you. You can also use basic sign language and her PECS book. You must ensure that she wears her cochlear implant when out about.

Lisa will also communicate physically, if something grabs her attention she may suddenly run off to look at it or get it or pull your arm.

**Training**

There are no formal qualifications needed to do this job. For the most part the tasks and assistance involved, can be learned through the Personal Assistant working with us.

You will receive full training on how to manage a seizure if Lisa were to have one.

Where it is required, such as Health and Safety matters, practical training and guidance will be arranged and you will be expected to attend.

There will be a probationary period of 6 months. At the end of this period I will meet with you to review the position. If your performance is satisfactory and we both are happy with the situation, your continued employment will be confirmed.

The Probationary period can be extended at my discretion. During the first 4 weeks of the Probationary Period, I may terminate your employment by giving one week’s notice. During the remainder of the Probationary Period, either party can terminate employment by giving one week’s notice.

**To be our Personal Assistant you should:**

* Have previous experience of working with disabled children or adults and have a positive attitude towards disability.
* Be able to meet the physical demands of the post, Lisa will often communicate physically by pulling you or running off.
* Be deaf aware.
* Be willing to work under our direction.
* Be able to work flexible hours to meet Lisa’s needs.
* Not smoke in our home or in the presence of Lisa.
* Have good general health.
* Be reliable and punctual.
* Be able to work in different settings.
* Keep information gained in the course of your employment confidential.
* Respect Lisa’s privacy and that of our family.
* Not discuss our household and domestic circumstances with others, other than with our specific permission.
* Be able to accept responsibility and work on your own initiative.
* Be patient when doing repeated tasks.
* Be able to respond appropriately in an emergency.

**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