**Job Description**

**Job title** Personal Assistant

**Hours** 15 hrs per week

**Rates of pay** £9.50 per hour

**Purpose of Job**

To support Yusef in his morning and evening routine, enabling me to ensure the rest of the family are ready for the day ahead.

Yusef has a variety of interests these include swimming, music and touch play with objects particularly figurines. He likes to use his creativity and learns through sensory exploration with clay, leaves, twigs, patterning with paints pens and paper and with figurines.

Yusef has an engaging smile which he will use along with eye contact to communicate. If Yusef is distressed he will communicate this by dropping to the ground and screaming.

**Morning Routine**

**Monday to Friday 7.30am to 8.30am**

You will be required to carry out the following tasks

Administer Yusef’s medicine

Support Yusef with his morning personal care routine:

* Wash
* Enable him to sit on the toilet
* Brush his teeth
* Wash his face and hands
* In the case of an overnight leaked nappy Yusef will need a quick shower, and the dirty sheets and clothes removed.
* Get Yusef dressed for school
* Breakfast: Prepare and give Weetabix with warm milk, adding tablet (medicine)

Once Yusef is ready for school you will wait with him until school transport arrive this is normally between 8.20 and 8.30.

During the wait for pickup, you will tidy up his bedroom, and clean his breakfast bowl.

Once the transport arrives and Yusef is safely on board you can leave.

Please ensure you close the front door behind you.

**Evening Routine**

**Mondays to Fridays 4.00pm to 6.00pm**

You will be required to carry out the following tasks

* Administer Yusef’s medication
* Feed Yusef his dinner
* Food is normally either freshly prepared, or is in the fridge, in which case prepare his plate and warm in microwave.
* Provide Yusef with a glass of water/ diluted juice
* Enable Yusef to sit him on the toilet, where he is expected to open his bowels
* Shower Yusef
* Dress Yusef in night clothes
* In remaining time, give him some exercise by stretching his legs.

**Training**

There are no formal qualifications needed to do this job. The tasks and types of assistance involved can be learned through the Personal Assistant working with us. Specific training can be given in the areas of moving and handling, administering medication and providing stretches.

**Person Specification**

* Have experience of working with children with disabilities
* A friendly personality, hardworking and a willingness to get on with the job
* Calm, patient, kind and attentive to our child’s needs at all times
* Able to occupy the time working appropriately according to my child’s needs
* Be enthusiastic
* Be able to work flexible hours
* Be able to respond appropriately in an emergency
* Respect Yusef’s privacy and that of our family
* Be able to accept responsibility and work on your own initiative
* Be willing to work under our direction
* Have good general health
* Keep information gained in the course of your employment confidential
* Have a positive attitude towards disability
* Be able to work flexibly to meet our son’s needs
* Not smoke or drink alcohol when working for us
* Be a driver and have a clean driving licence (preferred)
* Be reliable and trustworthy
* Be a good time keeper

**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

Your application will be passed on via email or post to the service user or their nominated person who is advertising.

Disability North will electronically store your application form for 6 months after this recruitment ends, it will then be deleted.

If you are successful your application form will be stored electronically throughout the course of your employment and 6 months thereafter. It will then be deleted. We may share your information with our payroll service in order for them to carry out the payroll service to your employer.

If a DBS is required we will scan and email your DBS information to the information officer at Newcastle Civic Centre. Documents will be stored securely and electronically until the DBS comes back and they will then be deleted.

To view Disability North’s Privacy Notices visit <http://www.disabilitynorth.org.uk/about-us/privacy-notice/>

Consent for information on recruitment services.

**Please tick the box beside any of the sections that interest you:**

* **Yes please add me to the vacancies bulletin mailing list**

A fortnightly bulletin summarising current PA vacancies with local employers

* **Please send me further information on the Matching Service**

Using a generic application form we will store your details which can be viewed by our Service Users when looking for PA support.

If you consent to any of the above and later wish to remove your consent, please contact [directpayments@disabilitynorth.org.uk](mailto:directpayments@disabilitynorth.org.uk) and we will no longer send you information on that topic.