**Job Description**

**Job title** Personal Assistant – Fixed Term until April 2020

**Hours** 6 hours per week in School Term Time

 7.5 hours per week in February, May and October Half Terms

 15 hours every other week in Summer, Christmas and Easter Holidays

Additional hours to cover holiday and sickness of other team members may be offered.

**Rates of pay** £9.00 per hour

**Location** Westerhope

**Purpose of Job**

This role is to support my son Adam who is a lively 17 year old with a happy and up beat personality who really loves being out and about and taking part in the activities that he enjoys. Your job is enable him to do this so that he can have some time where he is independent of me but is still fully supported. The role may involve supporting my son out in the community, to attend clubs and groups or to support him in my home.

Adam enjoys the a wide range of activities outside of the home, for example going to the Newburn Leisure Centre, visiting the local parks (Leazes Park being a particular favourite), fairgrounds, the Discovery Museum and going to the beach with his bucket and spade. He also enjoys a kick about with a football or a game of throw and catch. If you are supporting him in the home he enjoys arts and crafts and likes the person supporting him to really get involved and help him not just sit and watch!

Adam can and will tell you what he wants, but it is important that you are very patient with him when he is speaking and take the time to ensure that you really have understood what he is telling or asking you. Routine is important to Adam, he does not cope well with unexpected changes to plans. Adam likes to be talked through what will happen and once he is expecting something to happen it needs to happen if at all possible.

Adam uses a wheel chair to get to places, but likes to walk for as long he can once he is somewhere like a park. He will need to get back in the wheelchair once he is tired. This means that you need to be able to fold and lift his wheelchair and push him around in it.

You will need to stay with Adam and all times, this includes when he uses the toilet when you are out and about. Adam does not need physical assistance but you need to be with him to ensure his safety.

Adam can eat and drink independently, but does need support at meal times to make sure he doesn’t put too much food in his mouth at once and doesn’t finish his drinks too quickly.

Adam can sometimes become upset and this can mean that his behaviour can become challenging. There are a number of techniques that you will be shown to minimise the chances of this happening and as part of the induction into this role you will shadow both myself and his other Personal Assistant until you are confident in the role.

As Adam’s Personal Assistant you will work under my direction to meet Adam’s needs. You must also be able to respect my privacy and have an understanding of the need for confidentiality in all areas of your work. Good general health is important. I consider patience and enthusiasm to be essential attributes for this job.

Whilst not essential, it would provide more flexibility if the applicant was a car driver.

**Main Duties**

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

**Personal Assistance**

* Preparing simple snacks and drinks for Adam .
* Helping Adam to put on his jacket and shoes.
* Helping Adam with toileting, including washing hands and changing clothes if necessary.
* Ensuring that you stay with Adam at all times.
* Monitoring Adam at meal times to ensure he doesn’t put too much in his mouth or drink too quickly.
* Supporting Adam around his behaviour if needed (training will be provided).
* Pushing Adam in his wheelchair when needed.

**Social Assistance**

* Supporting Adam in fun and stimulating activities inside and outside of the home.
* Spending time playing with and talking to Adam.
* Supervising Adam to ensure he is safe and generally responding to his needs.

**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.

The successful applicant, unless registered with the DBS update service for work with children, will need to complete a new DBS criminal record check. There is no cost for this check.

**Person Specification**

To be my son’s Personal Assistant you should:

* Have a positive attitude to disability
* Have a positive attitude towards social inclusion
* Be willing to work under my direction
* Be able to remain with my son at all times during a shift
* Have good communication skills
* You must not smoke when working
* Not drink alcohol when working for me
* Be confidential in your work and understand the importance of this
* Respect my son’s privacy and that of my family and friends
* Be patient when doing repeated tasks
* 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
* Be able to accept responsibility and work on your own initiative
* Be flexible
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills
* Be a driver and have a clean licence (preferred)
* Have experience of supporting people around challenging behaviours (preferred)