**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)

**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.