**Job Description**

**Hours:** 6 hours per week in school term time to be used flexibly

15 Hours per week in school holidays only to be used flexibly

**Location:** Westerhope

**Pay:** £10 per hour

**Purpose of Job**

The purpose of this job is to provide our 8 year old son with the personal and social assistance that he needs. This may involve supporting him alongside one of his parents or another Personal Assistant when out of the home, as part of a family activity or on your own in the home.

Our son is a real outdoors person, he loves being out in all weathers, particularly rain, wind and snow! He is very energetic and appreciates any opportunity he gets to run about. Water is a particular favourite of his, he really enjoys any kind of water based activity, especially swimming. Trampolining, soft play, visiting places like the beach, Jesmond Dene, parks, the Metro Centre to watch (but not ride on) the Metro Centre train with the odd trip to Macdonalds are other activities he enjoys.

Our son needs to be supported in all of the activities that he takes part in. This means that at times this is a very physical role and his Personal Assistant needs to be willing and physically fit enough to join him on the trampoline, actually go round the soft play equipment with him and run around with him when he is outside.

Our son is non-verbal, if he is happy he will smile or if he is unhappy he will cry. There are times when he can and will show you what he wants, for example he is very comfortable with his own company and if he wants to be by himself he will take you by the hand and show you out of the room. However sometimes he can’t communicate his needs and you will have to work out what he wants by a process of elimination. He can become very frustrated by this. However you will work alongside his parents to learn the role and learn to recognise our son’s needs before you will be expected to work alone with him.

As our son’s Personal Assistant you will work under our direction to meet his needs and will be accountable to us in all aspects of your work. You must be reliable, be able to use your initiative and be able to work flexible hours. 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 main duties of the job are outlined below. However, because our son’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 I request.

# Personal Assistance

* Supporting our son around toileting as he still uses nappies. He will not indicate if he needs to be changed so you will need to monitor this and change him as necessary.
* Ensure that he is supported and supervised at **ALL** times, he cannot be left unattended under any circumstances outside of the home. He will run towards anything that catches his attention and he can move very quickly. He also has no awareness of danger.
* Our son will also eat/put anything that interests him is his mouth. As this can potentially cause harm, you must supervise him closely at all times and be aware of what there is in his environment that might cause harm if he eats it.
* Our son needs to avoid situations and places involving a lot of people or noise as he finds this very difficult to deal with. Please be mindful of this when planning visits with him
* Our son is very sensitive to noise and uses his ear defenders when he is out of the house.
* Routine is very, very important to our son and if his routine is broken this can cause him distress.
* As our son can’t easily communicate his needs you will have to monitor when he eats and drinks to ensure he doesn’t get hungry or thirsty as this can have a negative impact on his mood and behaviour.
* If our son feels his needs aren’t being met he can get very frustrated and this can result in him displaying some challenging behaviours and he will need support to calm down. You will work alongside us to learn the strategies and techniques that we know work with our son when he is frustrated.

# Social Assistance

* Assisting my son to take part in the activities he enjoys such as swimming/any water based activities, going to the beach, parks, Jesmond Dene and the Metro Centre.
* Be aware that our son doesn’t like animals and prefers that they don’t come near him when you are out with him.
* If you are out with my son and for any reason change where you are taking him, please let me know that you are doing this.

###### Other Needs

* There may be times when my son needs to be supported in the home rather than taken out. If you are supporting my son in the home, please respect that this is my time to get on with the other things I need to do and that I may leave you alone with him in the house. If I am present, then I am on hand for emergencies only.
* If supporting my son in the house, please leave the area that you have used in the state that you found it in.
* If you are supporting our son at home and he indicates that he wants to be by himself, as long as he is in an appropriate room and you are confident he is safe, you should respect his wish to be alone. However you need to remain close enough to monitor what he is doing to ensure his safety.

**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 and us working together.

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

**Person Specification**

To be our son’s Personal Assistant you should:

* Have a positive attitude to disability.
* Have a positive attitude towards social inclusion.
* Be willing to work under our direction.
* Be able to remain with our 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 our son’s privacy and that of our 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 .

You do not need any formal qualifications but you must be willing to learn how to do the job under my direction.