**Job Description**

**Job Role:** Personal Assistant

**Hourly Rate:** £10.00

**Hours per week:** 2 overnights 10pm-7am plus day hours when needed to cover current PAs holidays and any sickness

**Responsible to:** Direct Payment Employer

**About Me**

My name is Stephen, I am in my early 50’s I live with my Father in our family home.

People say that I have a cheeky personality and a good sense of humour. I enjoy going out within my local community and places further afield such as Blackpool, Alnwick Gardens.

I am easy to get on with and although I cannot communicate with words you will get a lot of feedback from me if you sit and chat to me, give eye contact and communicate.

I enjoy to chat about fishing, gardening and cars. They are my interests. I used to be a window cleaner.

We have chickens out in the back garden and a Cockrel. We also have a lovely family dog.

**Main Duties**

I have Huntington’s Disease and therefore I am reliant on support for all aspects of daily living and personal care. The condition will change over time and therefore the tasks will change and further training or updated training will be needed. It is important you can be flexible and adaptable about what the work involves and agree to undertake any other reasonable tasks that I request.

**Personal Care**

* Support in all aspects of toileting. Support to access commode, change pads
* Support to shower
* Support to dress and undress
* Support in all transfers. I require 2:1 support in transfers. My PAs support me from either side to assist with walking from the commode to the bedroom. This is vital to keep some mobility within my legs. If I am unable to do this then I transfer on the commode
* Support to eat and drink. I require food to be soft and pureed
* Observe at all times when eating, drinking and taking medication as I am at risk of aspiration and choking. Please see SALT Guidelines for further information
* Administer medication, via yoghurt

**SALT guidelines for assistance with feeding**

**Before feeding**

* Seat approximately at a 90 degree angle, ensure my head is upright
* Make sure I am comfortable, relaxed and there are no distractions
* Avoid conversation whilst I am eating
* Never hurry me, allow plenty of time
* Before you start check correct food consistency and fluid has been provided

**During Feeding**

* Give small amounts
* Encourage concentration on each swallow
* Allow me to pause between each mouthful
* Encourage good lip closure during feeding

**After feeding**

* Clear any remaining food from my mouth
* Ensure I remain sitting upright for 30 minutes after feeding has finished

**Domestic Assistance (during day time shifts only)**

You will be required to give support to household tasks such as

* Laundry
* Shopping
* Cooking
* Hoovering
* Dusting
* Any other light domestic tasks required

**Night Time shifts**

I have a set night time routine that works well for me.

When you arrive for shift you will work with another PA to support me on to the commode and change my clothing for night wear.

Two PAs will then support me to the stairlift.

Once upstairs I will either transfer to the commode to go to the bed or if I am willing I will be supported either side to ‘run’ to the bed. We make a game of this.

I will then settle into bed and the TV is switched on and timer set.

The PA will sleep in the same room, there is a spare bed within the room.

I do get restless through the night and will shout out in my sleep. When this happens you will provide me with reassurance and ensure that the temperature of the room is not too hot or cold.

At the end of your shift you will ensure I am comfortable before leaving.

**Training**

Full training and induction will be given in all areas of my Care and Support Plan.

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

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

**Person Specification**

**Must have Level 2 or be willing to work towards a level 2 qualification in care or Health and Social Care**

**Experience of working in Healthcare/social care**

* Be able to meet the physical demands of the post. I am over 6ft
* Be calm and patient
* Be willing to learn
* Be able to provide person centred support
* Be willing to work under my and my families direction
* Not smoke in our home or in my presence
* Have good general health
* Be reliable and punctual
* Keep information gained in the course of your employment confidential
* Respect my 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