**Job Description**

**Job Title** Personal Assistant

**Hours** 15 hours per week

To be worked 7:30am to 10:30am Monday to Friday in school term time

To be worked more flexibly in school holidays when some weekend working may be required

**Rate of Pay** £10 per hour

**Location** Byker

**Purpose of Job**

The purpose of this role is to support our son who is 8 years old and who has a condition that means that he is not able to move independently, nor is he able to communicate verbally. We are also unable to be sure how much he can hear and see of what goes on around him. Our son lives with us and has two sisters and one brother, so ours is a busy lively household.

Our son requires support with all aspects of daily living. He takes his meals via a Naso-gastric tube and is on 24 hour oxygen via a nasal cannula (he will occasionally need a face mask if unwell) and will need oral suctioning and a nebuliser as and when required. Your job is to provide him with the personal, practical and social assistance that he needs to enable him to live a fulfilling life.

Our son has a lot of interests. In the house he loves sensory lights and feeling different textures with his hands (but will frown and try to move his hand if he doesn’t like the feel of something), he also likes baths. He is very tactile and loves massage and close contact with people. He likes it when people move his arms and legs and being patted/tapped. He likes it when people talk to him especially if they are close to his face. He also likes it when wrestling, football and Formula One are one the TV.

Our son also enjoys being out and about and being taken on long walks. He also enjoys things like going to the hydro-therapy pool and rebound.

In Term Time your role will be to support our son to get up and get ready to go to school (wash, change nappy, dress, given him his morning meal, etc.) and act as his escort in the taxi on the journey to school every day (the taxi will then return you to our address to end your shift). If our son is unwell your role will be to support him in the home or if it’s me that he needs, be the responsible adult on hand for my other children whilst I support my son.

In school holidays the hours will be used more flexibly and may be worked in different combinations across the week. This will enable our son to do things like take part in family trips, spend time with his parents one to one whilst you support his brother and sisters, take part in his own activities whilst we spend time with his siblings, etc. If I or my partner need to spend time with or take our son out of the home you may be required to remain in the home with our other children.

If our son becomes distressed and cries he sometimes holds his breath and you will need to support him around this in the appropriate way. However you will work alongside, us, his parents to learn the role and learn to recognise and support our son appropriately before you will be expected to work alone with him.

As our sons 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 outside the 9 to 5 day. You must also be able to respect our privacy and have an understanding of the need for confidentiality in all areas of your work.

As our sons Personal Assistant you must be able to handle the physical skills of hoisting, pushing and bending. You do not need prior experience, however must be willing and able to learn these skills, and although you do not need to be physically strong to do the job, good general health is important.

**Main Duties**

The main duties of the job are outlined below. However, because our sons 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.

Some of the tasks outlined below are daily, others weekly or monthly.

# Personal Assistance

* Assisting with transfers both inside and outside the home using a hoist. E.g. Bed to wheelchair, wheelchair to plinth/bed. (Training will be provided)
* Positioning our son in his wheelchair
* Positioning him in bed
* Washing and dressing our son for the day or getting him ready for bed if needed
* Bathing our son when required
* Ensuring our son eats and drinks as he needs to via his NG Tube
* Monitoring his breathing/oxygen tube and providing him with oral suction or ensuring he takes his nebuliser if he needs it
* Supporting our son with all aspects of his toileting and personal care
* Monitoring our son and providing appropriate support in relation to his
* Monitoring our son in terms of his health, he is very vulnerable to chest infections and they can come on very quickly
* Supporting our son appropriately if he becomes distressed

# Social Assistance

* Supporting our son in the taxi on his return journey from school Monday to Friday in Term Time
* Supporting our son in the home on days he is not able to attend school
* Providing support in the school holidays on a more flexible basis enable our son to come on family outings or take part in his own activities
* Supporting our son to take part in activities that he enjoys and benefits from both in and out of the home

###### Other Needs

* To carry out first aid if necessary
* To stay with our other children if we need to take our son out of the home
* To be on hand to support our other children if we need to spend time with our son when we are at home

Training

Training will be provided in the following areas:

First Aid

Feeding via Naso-gastric Tube

Oral Suctioning

Nebuliser

**Person Specification**

To be our sons Personal Assistant you should:

* Have a positive attitude towards Disabled people
* Be enthusiastic for your work and be self motivated
* Be able to accept responsibility and use your own initiative and common sense
* Be clean and tidy
* Be prepared to engage in training
* Be willing to work under my direction
* Be comfortable working alongside us as well as alone
* Be willing to work in a family setting around other children
* Be able to work in different environments
* Be confident in the water
* Be willing to try out new activities with our son
* Be patient when doing repeated tasks
* Not smoke or drink alcohol when working for us
* Know how to put a Confidentiality Policy into practice
* Desirable but not essential - to be a driver, willing to drive a manual van/people carrier, with a clean driving licence and ideally some driving experience.

You do not need any formal qualifications to do this job, because it is far more important that we find the right person for our son, regardless of prior experience or training. What is of paramount importance is that you have the skills, abilities and personality traits listed in the person specification.