**Job Description**

**Job Title** up to 14 hours per week

7 hours to be worked on a Monday and ideally on a Saturday however this day can be flexible

(Flexibility may be required at times to cover sickness and holidays when needed)

Temporary contract to March 2020 (maternity cover) this will be reviewed

**Purpose of Job**

My name is Summer. I am a visually impaired young woman and I live with my partner Michael and our 4 young children. We have a busy home life and I require assistance with everyday tasks.

I am a keen singer and I love spending time with my family. I am originally from Bolton and have lived in Newcastle for the past 10 years.

I require my Personal Assistant to assist me with taking my children out in the community, acting as a pair of eyes for me to ensure mine and my children’s safety at all times.

I require my Personal Assistants to work 32 hours per week in total, this will be split between two Personal Assistants. You must be flexible, and be able to cover sickness and holidays, with as much notice as possible. When hours are to be worked will be discussed at interview. This role is to cover one of my PA’s while they are on maternity leave. Therefore this is a short term contract to be reviewed in march 2020. Once the role comes to an end there may be an opportunity for you to continue to be employed for other cover roles.

When we are out and about it will be your role to check we are safe when walking around and avoid obstacles and any dangers.

While your role is to support me in my parental role, you will be expected to respect my decisions and follow my direction when working around my children. Please note that you will not be required to look after my children, but support me to do this.

You will be assisting me to do tasks that I cannot do or find difficult to do on my own due to my visual impairment.

This will include community access: accompanying me to do things such as swimming, going to the park and general shopping; domestic assistance: to help me with tidying up around the house, vacuuming, sorting laundry and doing dishes; other assistance: to help me with other essential shopping for things like food and toiletries and assistance in meal preparation and cooking.

You will also need to drive my mobility vehicle therefore you must be 21 years or older for insurance purposes. You will be expected to drive this and assist me to get the children in and out of their car seats safely, as well as load and unload the boot when needed.

When we are out and about, you will be acting as a pair of eyes for me. This will partly involve helping me and my children to get safely from an agreed meeting place to wherever we are going and back again. The job will also involve assisting me when shopping and trying new activities, this means that as well as being able to read and talk clearly, you will need to have the confidence to do this in public places. You will need to be able to read out loud information regarding food products, prices, sizes or other information I may request when out.

Training can be provided for the role if required, having enthusiasm and a positive attitude towards Disabled people along with a sense of humour are very important attributes for my PA to have. You will be spending a lot of time with me and my children so it is important that you have experience of dealing with young children, although I am their mother and will be caring for them, I may ask your assistance in other ways such as keeping them entertained if I am busy with another child.

**Main Duties**

The Personal Assistant will be expected to do the following tasks.

As my needs will vary it is important that the personal assistant is flexible about what the work involves and agrees to undertake any other reasonable Personal Assistance tasks that I request.

# Social Assistance

* Drive my mobility car to go out and about
* Ensure that I and my children get in and out of the car safely
* Assist me as needed to ensure my children are in their car seats
* Load and unload the boot of the car as needed
* Assisting with shopping e.g. finding shops, sizes, prices etc.
* Assisting me with trying out new activities
* Guiding me in familiar and unfamiliar places
* Reading menus and information to me
* Assisting me with the children when swimming and other activities
* Making sure we are safe when out and about
* Assist with guiding me as to possible obstacles
* Support me in my parenting role, as directed by me and respect my parenting decisions

Enabling me to carry out any chosen activity whether inside or outside my home, by carrying out any other requests which I may reasonably make.

**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 I working together. I am the person best qualified to know what mine and my family’s needs are and how they are best met. If you are not sure it is always best to ask me.

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 my Personal Assistant you should:

**Essential**

* A positive attitude towards Disabled people
* Have a clean driving licence, and be 21 years or older for insurance purposes
* Be willing to drive my mobility vehicle
* Good verbal communication skills
* Enthusiasm for your work
* Willing and able to work under my direction
* Ability to work in different settings
* Willingness to try out new activities
* Be able to read out loud
* Have experience of working with babies/young children
* Be a driver and have a clean driving license
* Reliable, trustworthy and have good time keeping skills
* Not smoke or drink alcohol when working for me
* Know how to put a Confidentiality Policy into practice
* Be able to follow my direction and instructions as to the job role
* Be able to accept responsibility and work on your own initiative
* Be able to occupy yourself when required
* Be clean and tidy to my specification
* Be patient when doing repeated tasks

**Desirable**

* Experience of working with a visually impaired person

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