**Temporary Personal Assistant – Maternity Cover**

**Position expected to start November 2019**

**Hours:** 30 hours per week to be worked across 4 days as part of a rota. The role will involve working a Saturday and a Sunday every second week. Additional hours will be offered to cover holiday and sickness of other team members

**Pay:**  £12.15 per hour

**Purpose of Job**

The purpose of this role is to support my 21 year old son who is an upbeat and sociable young man who enjoys being around people whether this is direct interaction (he enjoys having his arms or head gently tickled and likes to return the favour and loves it when people chat with him) or simply people watching. He likes being out and about (health permitting) and enjoys the cinema, going to the beach and is always interested in what is going on around him. He has a mischievous sense of humour and likes to tease people when the moods takes him. In the house he loves sensory toys, musical toys, Cbeebies and company.

My son needs his Personal Assistants to be patient, calm and attentive but silly with it, a bit of silliness will always raise a smile. My son communicates by pointing with his hands and with his eyes, you will be left in no doubt if he wants you to leave him alone! He will also vocalise, it is very important that you take the time to learn his methods of communication so you can understand him. You also need to remember at all times that my son can understand more than he can communicate so you need to be mindful of what is discussed in front of him. He must not be exposed to shouting or raised voices, especially in his home, as this will distress him. If you are providing overnight support and go into his room through night, even if he is awake your presence will startle him and he will need you to spend time with him once you have met his needs.

My son does have very complex health needs, which include epilepsy, a severe learning disability, a free draining peg, a supra pubic catheter, a condition that means he is not able to control his own body temperature and he cannot move independently. This means that as his Personal Assistant there will be a number of procedures that you will be trained in in order to be able to provide the necessary support for my son. He is reliant on TPN feeding, but you will never be expected to do this for him. This role will involve supporting my son in the home overnight without supervision.

As my sons Personal Assistant you will work under my direction to meet his needs and will be accountable to me 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 my sons Personal Assistant you must be able to handle the physical skills of hoisting, pushing and bending. You do not need prior experience, however you must be willing and able to learn these skills.

**Main Duties**

The main duties of the job are outlined below. However, because my 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 my son in his wheelchair
* Positioning him in his bed through the night
* Checking on him throughout the night
* Getting him washed and dressed
* Assisting with bathing/showering
* Changing continence pads as and when required
* Monitoring his catheter and changing the bag when needed
* Monitoring build up in the catheter
* My son has a very high tolerance for pain so as his Personal Assistant you need to be vigilant for signs of illness or infection
* Monitoring and administering medication via his Peg following the designated procedure
* Assist my son with Physiotherapy exercises if required
* Monitoring his skin as it is very fragile
* Being vigilant for signs that he is experiencing an absence seizure an ensuring that he is appropriately supported
* Monitoring his body temperature to ensure that it stays at a safe and comfortable level as it can drop quickly leaving him hypothermic with his body starting to shut down
* My son’s environment needs to be as clean as possible due to his increased risk of infection. You will be responsible for ensuring that his bedroom and bathroom are kept as clean as possible

# Social Assistance

* Assisting my son with his daily social activities and helping him to find new things he can get involved in
* Assisting him to access his local community for example walks, going into town, going to the beach or going to parks
* To provide and assist him with sensory activities at home
* Driving him to and from his activities, and assisting him in and out of his car in his wheelchair
* Pushing his wheelchair on walks, local trips
* Reading to him

###### Other Needs

* To carry out first aid if necessary
* To accompany my son and myself to his medical appointments when necessary (e.g. Hospital or dental check ups)
* To liase and maintain good working relationships with the professionals who work with him (e.g. Physiotherapists)
* To ensure that you give a full handover to whoever is taking over his care at the end of your shift whether that is a family member or another Personal Assistant
* My son has a compromised immune system so you must not attend work if you have a contagious illness (for example, cold, flu, stomach bug)

Training

Training will be provided in all the activities that my son needs as part of his support to ensure that you can carry out all aspects of the role safely.

**Person Specification**

To be my sons Personal Assistant you should:

* Have some experience of working with disabled children or adults (desirable but not essential)
* Have experience of working one-to-one with clients or with them in their own homes (desirable but not essential)
* Be willing to work under my direction
* Have a positive attitude towards disability
* Be flexible, reliable and punctual
* Not smoke when working for me
* Not drink alcohol when working for me
* Have good general health
* Be clean and tidy to my specification
* Be able to work in different settings
* Keep information gained in the course of your employment confidential especially around the work that I do
* Respect my privacy and dignity and that of my family and friends
* Not discuss my household and domestic circumstances with others, other than with my specific permission
* Be able to accept responsibility and work on your own initiative
* Be patient when doing repeated tasks
* Be empathetic and show an understanding of your care role
* Be able to respond appropriately in an emergency
* Have at least basic reading, writing and number skills
* Be sociable, friendly and enthusiastic
* Must be willing to drive my sons adapted vehicle (preferred)
* Have a full clean driving licence (preferred)