## **Job Description**

**Job Title Personal Assistant**

**Hours** Up to 50 hrs per week, to be shared over two posts. Exact hours to be discussed at interview.

Will include weekend working and the occasional overnight trip.

**Rates of Pay £10.00 per hour**

**Location Benwell**

**About Me**

My name is Ryan I am 22 years old and I am looking for a PA to support me accessing my local community and enabling me to get out of the house.

I have just finished college and a placement at the Baltic. I am currently looking into any voluntary work I can access or different placements that I can attend supported by a PA.

I enjoy sport, music and going into Newcastle. I love football and enjoy going out to the Nine Bar on a Saturday to watch the match and having a drink. I also enjoy going out for food and looking around Newcastle.

I live in the family home with my Mum, Dad and brother. My Mum will provide a lot of the training for the role.

**Main Duties**

The role will involve supporting me, to access my local community, including local pubs, to meet up with friends and to take part in volunteer placements and activities. It will also include day trips further afield and the occasional overnight stay in places such as York, Durham. I would also like to look at playing wheelchair football or Boccia.

I have Duchenne Muscular Dystrophy as a result of this I need a lot of support in my daily life.

Routine is very important to me.

I use a powered wheelchair and require the use of hoists in all transfers. I have limited upper body strength and I require the use of a cough assist and suction if I have a cold and particularly in the winter but the equipment is always with me.

You will receive lots of on the job training to be able to carry out the tasks and may be required to undertake some training with external agencies.

As my needs will change over time it is important that my PA is flexible about what the work involves and agrees to undertake any other reasonable tasks that I request.

**Personal Assistance**

* I use a urine convene and you will be required to empty the leg bag when necessary
* You will support me to drive into my adapted vehicle, ensure my wheelchair is correctly clamped in and I have my seatbelt on
* I require assistance in eating, please ensure food is cut up into manageable bites and hold to my mouth
* I require assistance with drinking. Ensure a straw is with any fluids and hold the cup so I can drink via the straw
* You may be required to reposition my arms, hands or legs if I feel uncomfortable

**Social Assistance**

* Assist me in social activities inside and outside of the home
* Order drinks/food at the bar and bring them over
* Carry out any physical tasks for me whilst we are out

**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 working alongside me.

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

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.

As my Personal Assistant, you will work under my direction to provide support and assistance to me and you will be accountable to me in all aspects of your work. You should always ask first what my needs are and should always listen to and act on my requests and directions.

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.

**To be my Personal Assistant you should:**

**Essential**

* **You must be over 25 to meet the requirements of the Motability car insurance**
* Be able to meet the physical demands of the post
* Have a positive attitude to disability
* Be Calm and Patient
* Be willing to learn
* Be able to provide person centred support
* Be willing to work under my direction
* Not smoke in our home or in my presence
* Have good general health
* Be reliable and punctual
* Be able to work in different settings
* 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

**Preferable**

Have previous experience of working with disabled children or adults