**Job Title:** Female Personal Assistant

**Responsible to:** Direct Payment employer

**Hours:** 10 hour night shifts (10:00pm-8:00am)

**Up to five nights available and can be shared over more than one post. With each person doing 2 or 3 a week.**

**Rate of Pay:** £10 per hour

**Location:** High Heaton

**Nature of the Job**

You will provide waking night cover to support my daughter Amira. You will work alongside another PA throughout the night.

The role is to provide family support overnight so we can get some sleep, this will include tasks such as caring for Amira and/or listening for her while she sleeps, if she is sleeping we would like some light domestic tasks to be completed to assist with family life e.g. meal prep/ clothes for the next day, light cleaning, ironing etc.

**About Amira**

Amira is 12 years old, she loves listening to music, and watching videos and DVDS. She likes to use her Ipad and mobile phone.

Amira has a very independent character and is strong willed. Amira has autism/PDA and at times this can result in some challenging behaviour. Amira will communicate verbally and will usually make her needs and wants known.

Amira recently contracted Guillain–Barré syndrome which has resulted in muscle weakness and she now requires support in all aspects of her daily living.

Amira has no functional movement and during the night will require assistance with repositioning, and support with all aspects of her personal care.

Amira is currently spending most of her time in bed, so her interests are mostly around watching her favourite DVDs or listening to music and videos on her phone/ipad but we also encourage anything that will help improve her movement with some gentle exercise/physio as required.

**Main Tasks**

**Personal Care**

* Support with feeding
* Changing pads when needed throughout the night
* At times to assist with bed baths
* To provide support to dress and undress Amira when required

**Other Duties**

* Be aware of Amira at all times, reposition and turn when needed
* Listen out for Amira throughout the night. You must stay awake
* Carry out household tasks throughout the night when Amira is settled. Household tasks will include:
  + Meal Preparation
  + Washing
  + Ironing
  + Light domestic duties
  + Sorting clothes for the next day
  + Any other task deemed reasonable

There will be a room where our PAs can sit through the night for the times when Amira is settled and asleep, you will have access to the wifi and a TV. This can be used when Amira is not needing support and there are no tasks to be done. It is important to keep occupied so that you can stay awake.

**Person Specification**

**Essential**

* Experience of working in health and social care
* Ability to work night shifts
* Physically able to carry out the role

**All of my team must:**

* Be friendly and happy
* Have a good sense of humour
* Be flexible
* Be organised
* Be enthusiastic about your work
* Have a positive attitude to inclusion and to children and adults who have disabilities
* Have good communication both verbal and written
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility and work alone
* Have and use your own initiative and common sense
* Be clean, tidy and have excellent hygiene
* Be prepared to be trained
* Be willing to work under direction and instruction
* Be confident
* Be comfortable asking questions if you are not sure
* Be patient
* Be good at recording what you do by writing it down
* Know how to follow a confidentiality policy
* Not smoke whilst you are at work or wear strong perfume
* Not have impractically long or false fingernails