## **Job Description**

**Job Title** Personal Assistant

**Hours** 10 hrs to be worked over the weekend.

**Rates of Pay** £9.65 per hour

**Location** Walker

**About Me**

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

I enjoy sport and computer games. I am a Newcastle United fan and enjoy watching the football matches on the TV or in a pub.

I play pool and this is something I enjoy doing. I like to be active and enjoy going out for long walks.

I am looking for someone to support me during the weekends as I work 3 days a week.

**Main Duties**

The role will involve supporting me, to access my local community. Ensuring my safety when I am out and providing support to me when travelling particularly in unfamiliar places. I would also like to travel, by train, further afield to visit York or Durham.

I have a learning disability and need a lot of reassurance in unfamiliar places and it is important that you help me to remain calm if I start to panic.

My speech is not always clear to understand, and you may need me to repeat myself. It is important that you can remain calm and patient. I may get frustrated if I cannot make myself understood. It is important that you have food communication and can communicate with me clearly.

As my needs may 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**

* Support me in accessing my local community
* Support me in travelling
* Ensure my safety and supervise me at all times
* Enable me to access activities of my choice

**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**

* Be able to meet the physical demands of the post
* Have a positive attitude to disability
* Have good communication
* 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 a driving licence and access to a car