**Job Description**

**Responsible to:** Direct Payment Employer

**Area-** Shieldfield

**Pay Rate:**  £10.00 per hour

**Hours:** 3 x 3 hours per week, early evening and two 12 hour waking overnights per month

**About Jude**

Jude is a delightful, charming, chatty, five-year-old girl who likes spending time with her sister watching movies together especially Wonder Woman and Disney. She loves dancing and horse riding as well as gymnastics, playing with her dolls and playing Bottle Flip and Cooking Fever on her iPad.

Jude has Renal Dysplasia and requires peritoneal dialysis every night for 10 hours

**Main Duties**

The main duties, for which training will be provided, would be to start prepping and setting up the dialysis equipment from about 6.30pm prepare the medicines as well as the overnight feed.

You will be working within the family home and will provide the practical support that Jude needs, as well as carrying out the medical care and health related tasks that she needs to help manage her condition.

The duties will vary, and you need to have a flexible approach to your work.

The overnights will be waking nights where you will respond to Jude’s dialysis as required, change Jude’s nappy if needed, check the bedding and if necessary, change it.

You will also be required to change the dressing and be aware of what to do if Jude is sick.

Jude’s mum, Sehilile, will be managing her care, and if you have any concerns regarding her health and wellbeing you must speak to her.

**Duties will include**

**Personal Care**

* Support and change nappy if required
* Change bedding if required
* Support to dress and undress

**Health related tasks**

* Manage Jude’s kidney dialysis at home
* Prepare dialysis
* Connect the machines
* Follow Jude’s care plan and emergency plan
* Complete medication records
* Administer medication
* Any other requests which may reasonably be made

**Person Specification – Personal Assistant**

To be my Personal Assistant you should:

* Have a positive attitude towards disabled people
* Be trained in the use of my dialysis machine
* Be enthusiastic about your work
* Be reliable
* Be motivated
* Be on time and take pride in punctuality
* Be able to accept responsibility
* 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 my direction and instruction
* Be confident
* Be comfortable asking questions if you are not sure
* Be patient
* Know how to follow a confidentiality policy

An enhanced DBS check will be carried out for the successful applicant.

References will be sought if you are offered a position.

All posts are subject to a three-month probation period.

You do not need any formal qualifications to do this job. All the training that is needed to be able undertake the role will be provided.

It is far more important that we find the right person for the role regardless of prior experience or training.

What is of paramount importance is that you have the skills abilities and personality traits listed in the person specification.