**Job Description**

**Job Title** Personal Assistant

**Hours** 3.5 hours per week to be used flexibly (usually Thursday or Friday afternoon or very occasionally in an evening)

**Rates of Pay** £9.75 per hour

**Location** Walkergate

**Purpose of Job**

The purpose of this role is to support my daughter who has a mild learning disability and suffers from mild anxiety and depression. My daughter is looking for a Personal Assistant who is patient, confident and happy to chat, but is sensitive to moods and can judge when this is not appropriate. My daughter directs her own support, so she will decide what will be happening in each shift and will often make the decision about what she wants to do on the day, so you need to be comfortable with this. She enjoys being outdoors doing things like walking her dog and gardening and visiting different places. She also needs support occasionally to go swimming. She would like support to find and try out new activities as well where possible.

As my daughters Personal Assistant your job will be to provide the social assistance that she needs.  Her Personal Assistant will work under our direction to meet her needs and will be accountable to me in all aspects of their work.  They should always ask first what our daughters needs are and should always listen to and act on our requests and directions. My daughter’s assistant must be reliable.  They must also be able to respect our privacy and have an understanding of the need for confidentiality in all areas of their work

**Main Duties**

As my daughter’s needs will vary, it is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any other reasonable Personal Assistance tasks that are requested. This role does NOT involve any kind of personal care.

**Personal Assistance**

* Assistance when outside the home to ensure my daughter’s safety.
* Encouragement and guidance outside the home to enable her to be more independent.
* Encouragement and patience to support her to complete tasks.
* Support her to attend appointments.
* Support with her weekly shopping.
* Support to go out in the evenings as and when required.

Collect her from home (or other pre-arranged venue) at the start of your shift and return home with her at the end of the shift.

**Enabling our daughter to carry out any chosen activity whether inside or outside the home, by carrying out any other requests which are reasonably made.**

**Training**

There are no formal qualifications needed to do this job.  For the most part of the tasks and assistance involved can be learned through the Personal Assistant, my daughter and I working together.

**Person Specification**

To be our daughter’s Personal Assistant you should:

* Have some experience of working with adults who have a mild learning disability and anxiety.
* Have a positive attitude towards disability.
* Have a mature outlook.
* Be willing to explain things to her in a way that is easy for her to understand and recognise that she needs time to understand what is being said.
* Be able to support her in situations where she finds it hard to cope.
* Be able to communicate issues in a tactful and sensitive way.
* Be willing to work under our direction.
* Be able to work flexibly to meet our daughter’s needs.
* Not drink alcohol when working
* Have good general health.
* Be reliable and trustworthy.
* Be a good time keeper.
* Be able to work in different settings.
* Not discuss our household and domestic circumstances with others, other than with my specific permission.
* Keep information gained in the course of your employment confidential.
* Be able to respond appropriately in an emergency.
* Be able to accept responsibility and work on your own initiative.
* Respect our daughter’s privacy and that of our family and friends.
* Be patient when doing repeated tasks.
* Have at least basic reading, writing and number skills.
* Be comfortable around dogs
* Keep your mobile phone usage to urgent only calls.