**Job Title:** Female Personal Assistant

**Responsible to:** Direct Payment employer

**Hours:** Bank Staff to cover holidays and sickness – Monday to Friday nights

**Rate of Pay:** £10 per hour

**Location:** High Heaton

A current support team is expanding and looking for bank staff who are experienced, committed and professional to cover sickness and holidays and work as part of a team within the family home.

**Nature of the Job**

You will provide waking night cover to support my daughter. You will work alongside another PA throughout the night. You will need to have experience of working in health and social care and be confident in the role.

The role is to provide family support overnight so we can get some sleep, this will include tasks such as caring for her 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 the individual**

She is 14 years old, she loves listening to music, and watching videos and DVDS. She likes to use her Ipad and mobile phone.

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

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

She is unable to stand and needs support with all aspects of personal care, most importantly keeping her entertained when she is awake that includes but not limited to playing games, mixing potions, baking, playing computer games and watching DVDs.

During the night she may require assistance with repositioning.

We encourage anything that will help improve her movement with some gentle exercise/physio as required.

You will be required to follow her care plan including all aspects of moving and assisting as well as her physio routine.

**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 her when required
* Interact and engage with her when required
* Assist with physio and help her use her equipment

**Other Duties**

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

There will be a room where our PAs can sit through the night for the times when she is settled and asleep, you will have access to the wifi and a TV. This can be used when she 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