

## **Outline Job Description**

Job Title: Personal Care Assistant

Location: Gosforth, Newcastle upon Tyne.

Main terms: Permanent contract with 90 day probation period  
Approximately 1200 hours per annum (150 hours paid holiday + nominally 1050 working hours)  
Working hours will be variable from week to week, generally within the range 10 to 30 hours. Flexibility will therefore be required and will be reciprocated.  
Pay rate £11.25 per hour giving a nominal annual salary of £13,500.

### **Role overview:**

To support my fantastic 15 year old son and provide PA support to our family as a whole. Working hours will usually include one overnight 'sleep-over' (of 12 to 20 hours duration) every 7-14 days. Night time support will be part sleeping / part awake as he has night time epilepsy and often sleeps poorly requiring an adult to be in attendance in his room, or an adjacent room at all times.

### **About my son:**

My son is a very loving and kind natured boy who has a complex genetic disorder called Tuberous Sclerosis (TS). As a consequence of his condition he has global development delay, epilepsy, and is non-verbal. He also has a diagnosis of Autism and Sensory Processing Disorder, both of which are commonly associated with TS. Communication is a major challenge for him and those who care for him, as he does not verbalise. He requires full support with all personal care tasks, including toileting and dressing/undressing as well as requiring assistance with feeding and drinking. He has no sense of danger whatsoever, therefore he needs diligent one-to-one support whenever he is outside the safety of his home or school environment. He enjoys school and he attends Sir Charles Parsons School in Walker.

### **About the Family:**

My son lives at home with me and his younger brother who is 8. I work part time as a company director as well as parenting my two sons. For the past 5 years we have employed two/three PA's at any one time. The current vacancy has arisen due to one of these PA's re-locating out of the area to attend university.

### **Main duties:**

The list below is by no means exhaustive and it is important that the person taking on this role is willing to perform any task which needs to be done in support of my son and our family.

- Ensure he is safe at all times, especially ensuring his safety when out of the home environment.
- Sleepover in his bedroom
- Dress and undress him
- Change his incontinence pads as needed
- Assist with showering and/or bathing
- Give epilepsy medication and other medications as prescribed
- Prepare meals (these are mostly pre-prepared meals) and assist him to eat them
- Assist with his development through continuity of communication and learning methods used in school
- Engage him in play and activities he enjoys
- Put him onto and collect from school transport
- Take him into the community for short periods, e.g, parks, adventure/soft play, swimming, bowling, etc.
- Child mind his brother and/or take his brother out to park etc so that I can spend time with him..

- Assist with household jobs (primarily in his self-contained living area) e.g vacuuming, loading/unloading dishwasher, putting his clothes away etc.

### **Other duties (as necessary)**

- Assist whole family trips out e.g. parks, adventure/soft play, swimming, bowling, etc.
- Potentially accompany family on short breaks in the UK (no more than twice per year) and on overseas holidays (no more than once every two years).
- Perform basic first aid if need arises
- Administer his emergency epilepsy medication if need arises

### **Training**

Training will be provided in the following areas if necessary;

- First aid
- Administering epilepsy medication
- Moving and handling

### **Key characteristics/requirements of successful candidate**

- Positive attitude and a desire to work with my son
- Be patient when working with him, especially as he likes repetitive games
- Enthusiasm, self motivation and willingness to take on any task.
- Qualification and/or experience in working with children with special needs
- Clean driving licence and a car would be an advantage.
- Not to smoke when working in & around family home