

## **P&C Watson – Care & Support Employer**

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### **Personal Assistant Job Description**

It is the job of the personal assistant to assist disabled twins with personal, medical, domestic and social care, both at home and in the community.

The personal assistant will work under the direction of the twins' parents (Claire and Paul Watson) to meet their needs for all aspects of their care. They should listen to and act on the parents' requests and directions.

The personal assistant must be reliable and should be able to handle the physical tasks of hoisting, handling, pushing, pulling and bending. The personal assistant does not need to be physically strong to do the job well. However, good general health and stamina are important. The personal assistant must be prepared to undertake tracheostomy and gastrostomy training.

As the twins' 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 the parents request.

#### **Personal needs**

1. Tracheostomy and gastrostomy care. Full training will be given and the personal assistant must be signed off as competent in order to carry on in the role.
2. Transfers to and from bed, wheelchair/specialist seating, floor, and bath when necessary. Where no hoist is available, parents will carry out the transfer.
3. Drawing up and administering medication. No previous experience necessary. Training will be provided for administering medication.
4. Changing nappies/pads.
5. Assistance in washing and bathing.
6. Teeth, skin, and hair care.
7. Dressing and undressing.
8. Eating and drinking. Full gastrostomy training will be provided.
9. Physiotherapy exercises and movement of limbs.

### **Domestic needs**

1. Preparation (heating up/blending) of meals and drinks.
2. Completing and filing care/equipment records and MAR charts.
3. Checking and setting up specialist equipment.
4. Disinfecting equipment where appropriate.

### **Social needs**

1. Assistance in and out of wheelchair accessible vehicle.
2. Driving wheelchair accessible vehicle. (A full, clean driving licence will be required).
3. Pushing manual wheelchair/all-terrain chair on walks and local trips.
4. Looking out for dangers in crowds, such as kerbs and potholes.
5. Entertaining the twins, (stories, games, educational play, social interaction).

### **Emergency Evacuation**

The personal assistant will also need to assist the twins in accordance with agreed procedures, training and risk assessments to escape a building if there was ever an emergency.

### **Training**

For the most part the tasks and assistance involved can be learned through parents and the personal assistant working together. More specialised training will be provided by the Children's Community Nursing Team, Speech and Language Therapists, and Occupational Therapists or Physiotherapists as appropriate. Where it is required, such as in Health and Safety matters, practical training and guidance will be arranged and the personal assistant will be expected to attend.

The personal assistant has a general responsibility to:

1. Be reliable.
2. Arrive at the agreed time, ready and able to work.
3. Be able to undertake a 10 hour waking night shift remaining alert to the needs of the children.
4. Give as much notice as possible if you are going to be late or can't come at all.
5. Discuss any problems with the parents as soon as possible so that they can try and resolve

them before they become a major issue.

6. Be as open as you can in your dealings with the parents.
7. Respect the privacy of the family and treat everything you see, hear and do as confidential.
8. Understand the importance of preserving the twins' dignity.
9. Not question or undermine parents' decisions.
10. Respect the family's possessions and equipment and to use them only with prior consent.
11. Be kind and friendly to any family pets.
12. Make parents aware of any friendships or relationships the personal assistant may have that could impact on the family's personal or professional life.
13. Not be racist, sexist or homophobic in words or actions.
14. Wash hands and wear gloves when appropriate to prevent the spread of infection.
15. Ensure compliance with all infection control procedures, **particularly in relation to Covid-19\***. At time of writing, the twins are being shielded under NHS Guidelines, although this is due to change in the coming weeks.
16. Make parents aware of any health and safety issues or hazards that arise, particularly accidents and broken or damaged equipment.
17. Assist parents to complete and review risk assessments of the activities undertaken during the course of your employment.
18. You may be expected to work alone or without direction on occasion.

***\* Currently this involves leaving all bags, shoes, coats, mobile phones and other personal possessions not required when on shift, in the front hall. Staff must then proceed into the downstairs bathroom to change into fresh clean clothes and wash hands in accordance with the NHS notice. Masks, aprons and gloves are to be worn with any interactions taken with the children. These procedures may be reviewed as and when the NHS Guidelines are updated.***