**Job Description**

**Job Title** FemalePersonal Assistant

**About me**

I am a typical 16-year-old, living in Selby with my Mum, sister and dog. I love days out, going to theme parks and out and about. I love swimming and playing with balls. I like to spend my time with people who like to play and act silly. I love lights, music, disco’s and going to the seaside.

People who know me say that I am great to be around, but I know my own mind and can be stubborn, lashing out sometimes when people don’t understand me. But once you get to know how I communicate and learn my cues, this will lessen. I have complex needs and require lots of help and support with everyday tasks. I can walk but do use a wheelchair at times when I am tired. It is important that I find people who want to get to know me and anticipate my needs. I have severe developmental delay and receive my medication through a gastrostomy button.

**What I need**

I need a Personal Assistant who can be flexible to work weekends, evenings and overnights. I need support with social, leisure activities and personal care. I need a mature person, who is experienced at working with children. Ideally you would have experience of working with people who have a disability, but this is not essential as training will be provided. You will need to have a clean driving license and be a dog lover, as my pet dog sleeps with me in my room.

I need someone who is happy to be silly, good fun, able to get along with my family and not afraid to sing out loud!

**What are the important things I need from my PA?**

* You will be patient and good at understanding how I communicate
* You will help to set firm boundaries for me and be willing to learn everything about me.
* You will have a reasonable level of physical fitness to do silly things with me
* You will be honest, caring, patient, friendly and full of warmth
* You will be a natural at getting along with my family
* You will be reliable and flexible, as the hours I need a Personal Assistant can vary a little (we can talk about that at interview)
* You will be punctual & good at time keeping
* You will be able to use your own initiative
* You will be professional & respectful
* You will be happy and able to take and follow instructions
* You will be willing to leave your mobile phone in your bag, as I don’t like people being their phone when you are with me
* You will be prepared to use PPE in my home and when out and about
* You will be willing not to smoke when you are with me or in my family’s home
* You will be willing not to drink alcohol when you are with me or in my family’s home
* You will have a good understanding and acceptance of confidentiality in your work and respect my privacy and that of my family and friends.
* You will be able to work on your own initiative
* You will be flexible