#### Job Description

**Job Title –** Personal Assistant

**About Me**

I am in my early twenties I want to go out and have fun and explore! I love pop concerts, (JLS is the next one I have planned, and I can’t wait!). I enjoy keeping fit and swimming. I live at home with my family, which includes our golden Labrador. Going out is what I really want, but on the odd occasion we might stay at home, I love watching the soaps!

I have Down syndrome, so need someone, who can support me, but the most important thing is not to take over. I need someone who can promote my independence. I have wandered off in the past, although I haven’t done this for a long time. It is just useful for you to know though, so you can help to keep me safe. People describe me as being lively and funny. I promise lots of giggles and adventures.

**About you**

My perfect PA will be friendly, bubbly, fit and active. You will enjoy new adventures as much as I do. You don’t need a driving licence as I want to learn how to use public transport. No previous experience is necessary, you just need to be confident and sensible. It is important you respect that I am your employer (with a little help from my family) and be happy to throw yourself into whatever I want to do.

**Things I will ask you to do**

* I go to a local support group where I meet people I know. I would like you to do things with me outside of this group.
* Planning with me how to get to the places I want to go to.
* Supporting me to use and gain confidence to use public transport
* Come with me swimming, to concerts and help me find other things I might want to try.
* Make sure I am okay paying for things and planning how much money I need when we are out and about.
* Come with me to the cinema, restaurants, café’s shopping and anything else I might want to do.
* Sometimes just stay in the house and chill in front of the tv!

**Who am I looking for?**

* Someone who friendly, bubbly and has a good sense of humour
* Someone who can promote my independence, wherever we are and whatever we are doing
* Someone who is happy to do whatever it is that I want to do.
* Someone who is fit and active and able to do some physical activity like swimming and keep fit with me.
* Someone who is respectful
* Someone who has a good understanding of how important confidentiality is. Not just mine, but that of my family.
* Someone who can respect my privacy and dignity and that of my family and friends
* Someone who is reliable and a good timekeeper
* Someone who has a positive attitude towards disability
* Someone who is happy not to smoke when you are with me
* Someone who is happy not to drink alcohol when you are with me
* Someone who can handle an emergency well