## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Gosforth

# Hours of work:

**Night Shift** - Waking night 9pm to 9.15am throughout the year (incl school run in term time)

**Term Time Morning Shift** - 7am to 930am (incl school run)

**Term Time After School Shift** - 3pm to 930pm (incl school run)

**Weekend / School Holidays** - 830 am to 930pm [can be split at 4.30pm]

# Job purpose:

Milly’s whole team work together to support her to complete her daily routines (**achieving**), to engage in planned activities (**equal**) and to maintain her sense of calm (**safe**).

As an important member of the team, you will work towards supporting Milly’s self-sufficient skills and promote inclusion throughout all areas of your work.

You will support her to achieve the goals set out in her Positive Behaviour Plan and her annual development goals.

Initially you will be supporting Milly within her family home with the intention to support her in her own home as she matures.

# About the young person you are providing care and support to.

* Milly is 16 years old. She is fun loving, full of energy and has a good sense of humour. She thrives on achieving and making progress.
* The feeling of belonging is important to her: she loves to join in with things and feel the same as those around her.
* Milly loves animals, she enjoys walking her dog and being active. She is sociable and enjoys being around friends and family.
* Milly likes to take part in creative activities such as art and building Lego. She particularly likes a trip to the cinema, bowling or out for dinner and she is a big music fan and loves the theatre. Milly is a talented boccia player.

**Milly's condition and presentation**

* Milly has complex needs resulting from autism, ADHD and learning disabilities.
* She can present with high levels of anxiety and challenging behaviour. Milly requires 2-1 support throughout the day and a waking night.
* Her health needs combine to mean that she struggles to communicate and can deregulate very quickly leading to aggressive, destructive, and harmful behaviour.
* Her triggers include anxieties about clothing and appearance, not knowing what is happening, unexpected noises, being tired and being hungry.
* Milly takes prescribed controlled medication to help her health.
* Occasionally, Milly uses a huggy vest and/or weighted lap blanket to help maintain her sense of calm.

**What Milly needs**

* Milly requires a safe, calm and orderly environment; and support available at all times. She wakes during the night and/or very early in the morning and requires support to remain settled until it is time to start each day.
* It is essential that Milly knows what is happening and what is planned. As she does not use a clock, and finds it difficult to understand sequencing, Milly relies on visual prompts and short, simple commands.
* Milly has a Personal Communication Passport based on her Positive Behaviour Plan. The up to date version of her Passport and Plan should be followed at all times.

**What you can expect to receive**

* You will receive full training on how best to support Milly including in her Positive Behaviour Plan and Communication Passport.
* You will be working in a relaxed family environment, joining in with family activities and meals.

**What the family need from you**

* Our family need you to be reliable and punctual. You should be willing to work under my direction.
* We need you to respect our family's privacy and dignity, and that of our friends. We expect you to keep information gained in the course of your employment confidential; and not to discuss our household and domestic circumstances with others, except with my express permission.
* You should have good general health and not smoke or drink at work or in my home.
* You should be comfortable around dogs and pets.

# Main duties: may vary from day to day

**Social duties**:

* Promote positive behaviour in line with Milly's Positive Behaviour Plan
* Keep in touch/socialise with family and friends
* Attend medical and other appointments as appropriate
* Access activities and social events inside or outside of the home e.g. walking the dog, yoga, the park/beach, cinema, theatre, out for food, shopping
* Promote appropriate physical and boundaries with others
* Encourage correct language and tone of voice and follow any plans put in place by her SALT and other professionals

**Personal care**

You will support Milly with her morning and evening routine. Your role is to encourage, support and prompt Milly, not to do it for her.

* Choose clothes and get dressed
* Shower/bath and clean her teeth
* Do her hair
* Take her medication
* Relaxation / meditation

**Domestic duties**

The role is to encourage, support and prompt Milly to do these things for herself:

* Encourage healthy eating, prepare simple meals and set the table
* Tidy her dishes away after meals
* Put her clothes in the laundry
* Choose and take out clothes ready for the next day
* Empty school bag and take action accordingly
* Make her bed and tidy her room
* Feed and care for her dog and tortoise

**Specific Night Shift Tasks**

* Wash and iron laundry
* Load and empty dishwasher
* Ensure home environment is clean and tidy ready for the start of the following day

**Specific Weekend Tasks**

* Encouraging calm and relaxation
* Independent cooking
* Ensure any homework is complete
* Long dog walks and support Milly to brush / bath her dog
* Support Milly to plan a Saturday night family activity
* Support Milly to complete her visual staff rota for the week
* Support Milly to plan her dinners for the following week and do food shopping as required

# Person Specification - Skills, qualifications and experience

**Essential**:

Experience

* Minimum two years’ experience of working with people who have autism and behaviours which can be challenging;
* Familiar with NICE Guideline NG11
* Previous use and understanding of Positive Behaviour Plans
* Previous experience of working in a private home or children's home environment

Qualifications

* GCSE in Maths and English with at least a C grade or equivalent
* Level 2 safe handling of medication or willingness to undertake
* Children's Safeguarding Training or willingness to undertake

Skills and Values

* Be able to accept responsibility and work on your own initiative
* Be patient when doing repeated tasks
* Be calm and able to respond appropriately in an emergency
* Be sociable and enthusiastic
* Be honest and resilient, and good at building relationships

**Desirable**

* NVQ Level 3 in Residential Childcare or equivalent
* Positive behaviour management skills e.g. NAPPI or Team Teach
* Food Hygiene certificate
* NVQ Level 2 in Understanding Autism or equivalent
* First Aid with CPR
* Fire Warden
* Lifeguard for shallow pools