**Job Description**

**Job Title** Personal Assistant

**About me**

I am a 21-year-old lady living north of Harrogate. I live out in the country and love walking or going on outings. I am always interested in whatever is going on and like to chat and share experiences. I also like cycling and swimming. At home, I like music, drawing, cooking and baking. I am interested in nature and also how things work. I like sitting watching birds by the lake. I like going round big houses and I also like trains. I love travelling in the car with music playing, especially Queen.

I can’t talk but I am a good communicator, I am learning BSL, so a PA with BSL would be great. If not, you can learn along with me, and I am very patient if people have difficulty. I have autism, even though I am very sociable and so I need someone with experience who knows when I need advice and help. I am a very kind and understanding person and I would like someone active who loves life like I do.

**What I need**

I need a team of Personal Assistants, who can support me to do the things that I enjoy and help to keep me healthy happy and safe. You will need to have some experience of working with people who have special needs. A driving licence is essential to be my PA. You will need to be comfortable supporting me with personal care, like having a bath. If you are sleeping over, you will have your own bedroom. You will need to be good at working in a team, friendly, enjoy being outdoors, love walking, swimming, cycling or chilling and feeding the ducks with me.

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

* Have a reasonable level of physical fitness to do activities with me
* Be someone who enjoys getting out and about
* Punctual & good at time keeping
* Able to use own initiative
* Good at problem solving issues and areas of difficulties
* Reliable & committed to your work
* Cheerful & positive
* Professional & respectful
* Car driver with clean licence and a car
* Be happy and able to take and follow instructions
* Be prepared to use PPE when out if busy
* Be willing not to smoke when you are with me or in my family’s home
* Be willing not to drink alcohol when you are with me or in my family’s home
* Have a good understanding and acceptance of confidentiality in your work.
* Respect my privacy and that of my family and friends.
* Be able to accept responsibility and work on your own initiative
* Be flexible