**Ollie’s Team**

**JOB DESCRIPTION – PERSONAL ASSISTANT (PA) FOR OLIVER EADEN (OLLIE)**

**What Ollie’s previous PA’s have said about working with him…**

“I have loved working with Ollie, I’ve learned so much and have been introduced to so many inspirational people – the most inspirational being Ollie himself! His love and knowledge of West End Musicals is astounding!”

**What the job entails:**

An exciting opportunity to be part of a well-established team - “Ollie’s Team” - you will be supporting an active & friendly young man with Autism, Epilepsy and Dyspraxia to live as independently as possible in his own flat and community in York. ***It’s about enhancing a life not delivering a service!*** There will be great times sharing theatre and cinema experiences together in return for the professional person-centred support and skills you bring to the shift with you!

The PA is expected to be truly committed to rights and independence for disabled people. They must be willing to support Ollie with a range of life, work and leisure activities in the way he and his family feels is best. They will need to undertake training and learning opportunities to truly understand Ollie’s particular kind of autism called P.D.A. They must be willing to work as part of a PA team around Ollie and follow shared procedures so that there is consistency across the team. They will be able to enjoy shared team-building and training sessions together and benefit and grow within the job through the support and communication amongst a well-led team.

**Specific skills & tasks of the PA:**

Ollie’s Team needs people who are pro-active, can think and plan ahead and be ready to keep calm and confident in challenging situations.

They will need to manage times when Ollie experiences seizures – training will be given and remote support will always be offered to ensure confidence and professional conduct.

They will need good listening skills, patience and be able to model their own positive behaviour to help Ollie manage his.

They need to believe in team-work, be willing to attend monthly staff meetings, confident using technology so that they contribute to the Team Whatsapp group to ensure good communication at all times.

They will be supporting with; planning, shopping & preparing Ollie’s meals, follow a weekly budget & calendar of activities and do domestic chores in the flat together. Planning & support to use public transport around York and further afield when visiting the theatre. Sharing times listening to music or watching movies together, walking up into town or round the Knavesmire, swimming, exercise, some help with personal care, fostering new friendships through local groups and facilitating family and friends visiting. Providing support and confidence building when Ollie volunteers locally or attends appointments.

Support around Ollie’s epilepsy; oversee and administer his meds (training will be given). Support Ollie to time-limit his use of phone, lap-top or gaming as this seems to affect his seizures. Managing any difficult situations when Ollie’s PDA kicks in and he doesn’t seem to comply with the rules we’ve agreed that keep him healthy.

Encourage him with personal care; supervise showering (from the other side of the bathroom door). Prompt him to wash and rinse off properly. Pay attention to his dental hygiene, see that he is smartly dressed, help him to organise and iron his clothes.

They will need to be; Animal-Friendly - supporting him to walk his doggy friends around York and ready to take the lead (quite literally) in finding new opportunities and activities. Also share Oliver’s interest in his pet rabbits (who live separately away from the flat with Ollie’s mum and dad).

**Support Hours available:**

The current vacancy is for an overnight shift on Monday nights starting at 6pm until 12noon the following Tuesday. The PA will be on a sleep-in shift with their own comfortable bedroom and en-suite. We pay an enhanced day-rate between 8am till 10pm at night and then we pay a set sleepover rate for 10 hours commencing 10pm through till 8am.

**Other** – non-smoker preferred – not allergic to pets – driver preferred. You will need to undertake full DBS checks.

**Payment** - £11.15 per hour Enhanced Day Rate until 10pm. Set Sleepover rate of £87.20 between 10pm and 8am.

**Thank you for your interest in joining Ollie’s Team……**

**Ollie, Helen & Richard Eaden – c/o** **helen.eaden@btinternet.com** **– 07802 820027**