## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Selby

# Hours of work: Monday – Friday 8:00am-5:00pm and occasional weekends.

# Rate of pay: £9.32

**The hours can be worked as part of a job share so full and part time applicants will be welcomed. Hours can be discussed at interview.**

# Job purpose:

To assist with a variety of tasks/activities which will enable a young lady to develop her independence and life skills as well as enabling her to take part in a variety of activities of her choosing.

# About the employer:

You will be working as a support to my daughter, a young lady in her late teens.

My daughter is friendly, caring and can be quite shy until you get to know her. She loves music, drawing and anything with arts and crafts. She enjoys watching new films and going to the cinema. She is an excellent pool player and prior to covid was in a successful pool team reaching a final in a tournament.

My daughters care and support needs arise from epilepsy and a learning disability, and she requires a high level of supervision due to her epilepsy.

# Main duties:

A high level of close supervision is required due to her epilepsy. She does have seizures which can result in her dropping to the floor.

Full training will be given on this and the triggers and signs to watch out for.

You will prompt her in personal care tasks, ensure that she is dressed appropriately, in clean clothes.

You will have good clear communication and be able to communicate in simple short instructions.

You will work with myself and my daughter to plan the activities on any given day.

Tasks may include the following :

**Personal care**

* Prompt to get up in the morning
* Ensure morning medication is taken
* Encourage her to have breakfast, she does enjoy a cup of tea and a biscuit in the morning
* Prompt to shower
* Prompt and supervise to get dressed, ensure appropriate and clean clothes
* My daughter does not need any support with toileting but will need supervision in case of any seizure activity. Ensure bathroom/toilet doors remains unlocked and wait outside the door.
* Supervise and support with personal care such as shaving legs.

**Social duties may include:**

* Keep in touch and socialise with family and friends
* Supervise whilst attending any activities or at the community centre.
* Attend medical appointments
* Enable my daughter to take part in any activities of her choosing, supervising and ensuring her safety.
* Accompany to the cinema
* Accompany shopping
* Accompany out for meals

**Domestic duties**/**independent living skills**:

* Encourage and supervise daily living skills such as:
* Filling/emptying dishwasher
* Hanging out washing
* Baking
* Preparing food/snack
* Gently encourage my daughter to try different foods and manage a health balanced diet

These duties may vary from day-to-day.

# Type of person that we are looking for:

**Values**

* Honest
* Reliable
* Punctual
* Non-judgemental
* Ability to build good relationships based on trust and respect.
* Flexible and adaptable
* Patient
* Positive
* Understands equality and diversity.
* Good sense of humour.
* Ability to maintain confidentiality.

**Specific requirements**:

* It will be an advantage in the role if you have had experience supporting someone with epilepsy but it is not essential as full training will be given. It is essential that you are willing and able to complete the training.
* You will need to have good clear communication.
* Due to the nature of this role we are looking for a Female applicants only.
* It is essential that you drive and have access to a car that you are willing to use for work. (Mileage will be paid)
* An enhanced DBS will be required for this role, paid for by the employer.

# What you can expect to receive:

* 5.6 weeks annual leave pro rata.
* Access to workplace pension scheme