**Job Description**

**Job Title:** Personal Assistant

**Hours**: 48 hours working on a 24/7 rota

**Rates of Pay:** £9.90

**Area:** North Tyneside, Whitley Bay

Supporting Stuart to maintain his independence by supporting him to access the community by going to local cafes in Whitley Bay.

Stuart needs 24-hour assistance to ensure he is safe, and his needs are met. Although Stuart has lots of independent living skills, he requires support to protect himself from harm, exploitation and the risks that occur within his home or community.

Stuart needs the presence of someone he trusts to feel safe and secure. A personal assistant would allow Stuart to be support within his home and community.

As a Personal Assistant for Stuart, you would support Stuart with his daily routines, house chores and meal preparation.

**About the individual**

Stuart is 49 years old; he has a diagnosed learning disability and Autism. Stuart communicates using key words and small sentences. Stuart needs others to communicate with him through using clear and simple language.

Stuart lived at home with his Mum, however, unfortunately Stuart’s Mum passed away late 2021. Stuart’s brother is currently living with him at weekends and is supporting Stuart with all daily tasks.

Stuart enjoys spending time at home and in his bedroom. He enjoys listening to music and watching his favourite movies and TV shows. He likes to write down phrases’ actors say, and he will repeat these throughout the day.

Stuart is passionate about food, he enjoys steak and chips, fish and chips and Sunday lunches.

Stuart’s routine is very important to him, he likes to wake around 6 am and have his morning bath run. Stuart bathes independently, then makes his breakfast and puts his washing in the washing machine. Stuart is learning to use the washing machine and needs support in selecting the correct programme to use. He will direct staff to press the grey button.

Stuart needs reassurance about the staff rota and will ask regularly about who is working each day. Stuart does this more when he is anxious.

Stuart makes himself a cup of tea and will relax around his home, mainly in his bedroom, watching TV, writing, or reading.

Stuart helps around the house with encouragement, he washes his dishes and can empty the bins.

Since Covid lockdowns, Stuart has become anxious about going out.

If he thinks he is going out or there is a change to his routine as he likes to stay at home if he can. Stuart’s PAs are supporting him to go out more often.

**Main duties**

* Providing physical support which may include helping with household tasks.
* Helping with meal preparation and cooking meals.
* Supporting individuals to access the community and attend community activities
* Providing emotional support for an individual and their families.
* Supporting and helping with health care needs, including routine checks.
* Encouraging and supporting the development of personal skills through hobbies and interests.
* Teaching life skills, such as shopping and using transport.
* Working with other healthcare professionals to ensure that all care needs meet the highest possible standards.

**Person Specification,**

* **Values**, honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, positive, understands equality and diversity.

**Essential**

* Excellent communication skills.
* Be willing to work under my direction and that of my family member.
* No phones to be used during working hours (apart from during breaks or in an emergency)
* Have a positive attitude.
* Be flexible, reliable, and punctual.
* Keep information gained in the course of your employment confidential.
* Respect my privacy and dignity and that of my family.
* Not discuss my household and domestic circumstances with others, other than with my specific permission
* Be able to accept responsibility and work on your own initiative
* Be patient when doing repeated tasks
* Be able to respond appropriately in an emergency
* Have a sense of humour and a mature attitude to your work, with the ability to maintain individuality whilst following appropriate care routine.

**Preferred**

* Experience in supporting neurodiverse individuals.
* Have experience of working one-to-one with clients or with them in their own homes.
* Experience of working in health and social care.