## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Southbank York

# Hours of work: Minimum of 15 hours per week

# School term time hours •

# 7:00am - 9:30am Monday - Friday

# 2:00pm - 7.30pm Monday - Friday •

# 10:00am - 18:00 3 out of 5 (Saturday &/or Sunday) Weekends • Occasional evening work - once or twice per month

# School holiday hours • Various full time hours during school holidays All hours and days are negotiable.

# Rate of pay: £15 per hour

# Job purpose:

To assist with a variety of tasks which will enable the person who needs care and support to live their personal and social life according to their wishes and interests.

# About the employer:

Would you like to work within a family environment with a fun loving child with physical disabilities? Our son requires a fun loving, caring and confident team of assistants to help him with everyday life within our home on Southbank in York. These roles have become available due to our current long-term carers leaving us – one for health reasons, one to go travelling and one to take up a full time position. Max has quadriplegic cerebral palsy coupled with a great sense of humour, loves watching football, having fun, learning and making the most of life. Max is non verbal but immerse yourself in Max and you will soon realise how excellent he is at communicating with facial expression, eyes and his communication device.

The hours of work will vary during the year but there will be a minimum of 15 hours per week available which will increase during school holidays, weekends and evenings. All hours and days are negotiable. We welcome applications if you can work only on certain days/hours within these times and will be seeking more than one carer to support on a job share basis and sometimes as cocarers as Max requires 2:1 care.

# Main duties:

Typical day in the role You will be supporting Max with a range of needs and activities as outlined below, sometimes working alongside another family member and at other times with another carer within the family home. Needs and activities will vary, but primarily the responsibilities are as follows:

**Social duties**:

* Playing with games, consoles, iPad and joining in with brother
* Joining family on trips and holidays to help out
* Supporting on social events, outings in the community, clubs and activities
* Academic/school and homework support

**Personal care**

* Communication device support and switches
* Personal care
* Sling and hoist positioning & transfers
* Wheelchair assistant both manual and power chair
* Medical care
* General hygiene
* 1:1 support
* Medication preparation & administer
* Gastrostomy care
* Physiotherapy, equipment changes i.e standing frame, walking frame

**Domestic duties**

* Helping with meal times and food preparation
* Driving wheelchair assisted vehicle

These duties may vary from day-to-day.

# Type of person that you/they are looking for:

**Values -**  The successful candidate will be fun loving, caring, confident and able to handle the full range of responsibilities within the role. An ability to build a positive relationship with Max is the main criteria.

**Specific requirements -** Ideally we are looking for someone that has been/or in a care giving role preferably with children but not essential. Qualifications are not essential as full training will be given, but relevant qualifications (for example NVQ caring qualifications) will be taken into consideration when considering candidates. We want someone who is familiar with doing personal care and comfortable with this important part of the role.

# What you can expect to receive:

The rewarding experience of supporting our son Max and working in a fun family environment in a great location close to York racecourse. This is a zero hours contract arrangement, holidays are accumulated depending on the number of hours worked which is paid every quarter (3 months). There is a pension scheme you can join too.

# Skills, qualifications and experience

**Essential**:

* driving licence
* Familiar with doing personal care
* confidentiality
* good at building relationships

**Preferred**: computer literate

* good communicator
* a good listener