**Job Description**

**Location** – Lemington

**Hours** – Term time 4 hours per week – School holidays 9 hours per week

**Rate of pay** - £12 per hour

**About me.**

Hi, my name is Alf, I am 9 years old, and my mam and dad are looking for a special person to take me to fun places.

I have one brother Charlie who has ASD and a learning disability, sometimes we get stressed around each other and need some quiet time apart.

Due to my ASD and ADHD, I need lots of fun activities such as swimming, walks, trips to the beach, trampolines, and gaming.

My interests are gaming, I absolutely love it and can talk and talk for hours about it.

I do find it hard to hold my concentration on activities that do not interest me.

I can sometimes get impulsive and if stressed or angry can shout sometimes so I need someone who know how the help me regulate myself again, this would be somebody with similar interest for example.

Advice and guidance regarding behaviour management strategies is available for you.

**The role.**

Personal assistant role to support a young boy with ASD and Attention Deficit Hyperactivity Disorder.

The role will cover both the term time and school holidays, this can be discussed further in more detail.

During the term time the preferred day will be Saturday approximately 5 hours, however flexible working hours are preferred, and this can be discussed at a later date.

Applicant will need to build rapport in the first instance and must be willing to support the child’s specific interests.

**Main Duties**

As my and my family's needs will vary it is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any reasonable Personal Assistance tasks.

# **Personal Assistance**

* prompting of dangers
* Prompting of the use of cutlery
* Support with activities that are fun and engaging.
* Support with behaviours associated with ASD
* Support with distraction techniques

**Person Specification**

To be my personal assistant you should:

* Have experience of working with disabled children. Particularly adults with ASD/ADHD.
* Have a positive attitude towards disability
* Be willing to work under our direction
* Be able to work flexibly to meet my needs
* Be a non-smoker
* Not drink alcohol when working for me
* Have good general health
* Be a driver and have a clean driving licence (preferred)
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss our household and domestic circumstances with others, other than with my specific permission
* Keep information gained in the course of your employment confidential
* Be able to respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Respect my privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least basic reading, writing and number skills
* You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.