**Job Description**

**Job Title** Personal Assistant

**Hours** 20 hrs per week to work as part of a team shift hours are 9.30pm to 7.30am. Work as part of a rota covering Monday to Sunday. Additional hours may be available to provide cover for sickness and holidays.

**Rate of Pay**  £10.88 per hour

**Purpose of Job**

This role will be to support me (but it will be my Mum who actually employs you). I am 11 and I live with my family – this includes Mum, Dad, my four brothers and sisters and the family cats and dogs. You definitely need to be an animal person to work with me! I need a Personal Assistant who is good company, tech savvy (I use technology a lot), patient, calm and reliable. It would be great if you are interested in some of the things I enjoy, like YouTube, watching football and darts, playing with board games, reading books, talking about superheroes, and playing on the Wii (supported).

This role is very important – your job is going to be helping to keep me healthy and safe even when I am asleep.

As my Personal Assistant, I need you to be patient and work with me to understand how I communicate. I have a speaking valve but can only use this when I am not using my ventilator. I will use my facial expressions and gestures to tell you what I need – and I do get frustrated when people do not understand me. I can talk but can sometimes be difficult to understand, especially if I am tired. I need PAs who are happy to chat with me and listen to what I have to say. I know you need a lot of patience for this at times as my speech is difficult to understand.

**My night time routine**

I go to bed at 10.30pm and I like to play for a while before I go to sleep. On a weekend I like to stay up late! I sit up in bed and love playing quick board games with you. Connect 4 is a good game to play. I like any active play and one of my favourites at the moment is getting all my little figures out and making up stories! A good imagination is essential.

I like having a half hour count down to sleep time, just count down every five minutes for me. I like having my quilt but will ask you to take it on and off me quite a bit. I also like having control of my strip lights, using my remote control.

I don’t like sleeping with the big light on, but can sleep with the bedside lamp on, although I prefer it off. I like it in a certain position before I go to sleep, so I can see the shadow of my ceiling hoist! Mum thinks this is one of my quirks, but I like it!

**Keeping me safe**

I have a health care plan that you will need to follow and you will be trained how to do this. I drink water throughout the night and you will need to put this through my gastrostomy pump. I have a blended diet. You will need to check my PEG and clean it if needed. You will also feed me my breakfast on a morning, through my PEG.

I breathe through my Tracheostomy tube and am on a NIPPY Ventilator 24 hours a day. I need suctioning as and when, through my Tracheostomy to allow me to breathe safely. If I am poorly, this will need to be done every hour. You will need to check the tapes holding my tracheostomy and change them if needed. You would be trained in tracheostomy care, both theory and practical, suctioning (trachy, oral and deep nasal) and ventilation.

You will need to monitor and document my Sat’s (including oxygen). You will need to re-site my Sat’s probe every 4 hours.

I like to fall asleep on my left side and you will need to re-position me regularly and change my pad.

The good news is that I am a heavy sleeper, so you can do all of this while I am still sleeping. I have my breakfast at 7.30am, but because it goes through my tube, I even sleep through breakfast!

You will stay in my bedroom with me during the night. You need to make sure that my room and equipment is clean at all times. You can put the TV on and there is wifi access. You can use the kitchen, kettle and microwave downstairs for food and drinks.

You just need to be confident and willing to do the training to learn how support me safely. There will also be training on moving and handling, infection control, basic life support, medication and administration, oxygen therapy and administration, saturation monitoring and chest physio. My family and I will do some of this training with you, but sometimes it will be led by other people online or in person.

As my Personal Assistant you will work under my Mums direction to meet my needs. You must be reliable, be able to use your initiative and be able to work flexible hours. You must also be able to respect mine and my family’s privacy and have an understanding of the need for confidentiality in all areas of your work.

**Main Duties**

The main duties of the job are outlined below. However, because my needs vary, it is extremely important that your approach to work is flexible. You will be expected to carry out any other reasonable personal assistance tasks that are asked of you.

# Personal Assistance

* Supporting me around all aspects of my toileting (this will involve changing pads and making sure I am clean.
* Ensuring that I have my meals and drinks safely when needed via my gastrostomy tube.
* Making sure that my tracheostomy tube is clear at all times and suctioning me when needed.
* Making sure that my Nippy Ventilator is attached correctly.
* Making sure that I am positioned, comfortable and re-positioned correctly at all times to ensure that my airway is clear.
* Ensure that I am supported and supervised at **ALL** times.
* Give medication as directed when necessary.

# Social Assistance

* Supporting me to have a fun bed-time routine.

Training

There are no formal qualifications needed to do this job. For the most part the tasks and assistance involved can be learned through the personal assistant, me and my family working together.

Where it is required, practical training and guidance will be arranged, and the personal assistant will be expected to attend.

**Person Specification**

To be my Night Time Personal Assistant you should:

* Have some experience of working with disabled children or adults.
* Willing to be silly, play games, have imagination and have fun
* Have a positive attitude to disability.
* Have a positive attitude towards social inclusion.
* Be willing to work under my Mums direction.
* Be able to remain with me at all times.
* Have good communication skills.
* You must not smoke when working with me.
* Not drink alcohol when working with me.
* Be confidential in your work and understand the importance of this.
* Respect my privacy and that of my family and friends.
* Be patient when doing repeated tasks.
* Be reliable and trustworthy.
* Be a good timekeeper.
* Be able to work at short notice.
* Be able to accept responsibility and work on your own initiative.
* Be flexible.
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency.
* Have at least basic reading, writing and number skills.