## Job Description and Person Specification

Job title: Support Worker/Personal Assistant

Reporting to: Direct Payment Employer

Location: Burn, Selby

# Hours of work:

Matthew is funded by NHS Direct Payments. NHS set the rate of pay and terms and conditions of employment

Morning shifts are 8.00 am to 5.00 pm at the current hourly rate

Afternoon shifts are 12.00 pm to 8.00 pm at the current hourly rate

Nightshifts are 8.00 pm to 8.00 am at the current hourly rate

Nightshifts are waking nights as Matthew’s sleep pattern is very irregular and he needs to be observed and kept safe 24/7

If you need to change hours or shifts, as much notice as possible will be required

If you need to leave early again as much notice as possible is required, and hours paid will be adjusted accordingly

The shift rota is done by negotiation with Dad and is intended to be long term but cannot be guaranteed

Holidays will be approved in advance as long as the other carers can provide holiday cover

# Rate of pay: £13 per hour

# Job purpose:

The job is to protect Matthew, support him in his everyday activities, and make sure he gets out and leads as active and happy a life as possible doing the things he likes to do.

It is also to provide personal care, washing, clothing, food and drink and all the domestic duties associated with where he lives (his own annex, next to his dad’s house).

This role involves overnight support.

# About the employer:

Matthew is autistic and cannot communicate verbally except at a very basic level.

Matthew will use grunts and gestures to tell you what he wants, which makes finding out what he wants to do, and where he wants to go, quite difficult.

If he is unhappy he is unable to say so, but his demeanour and behaviour will change.

He will display warning behaviours when he is not happy with what is happening.

He needs a lot of careful observation and minimal verbal prompting when trying to get him to choose what he wants to do next, where he wants to go, what he wants to eat.

He is very vulnerable and always needs close observation.

Equally he is very independent and capable, and his carers should facilitate him in becoming more independent.

For example, he can dress himself and tidy his own bed, but he cannot wash or iron his own clothes and bedding. He needs prompting to dress appropriately and close assistance with washing himself.

He cannot brush his own teeth properly nor wash himself.

# Main duties:

**Daily Routine – day staff**

* Get up, bath, shave, teeth brushed and dressed appropriate to activity/weather.
* Morning medication and breakfast.
* Domestic duties while keeping Matthew under subtle observation. Be available to help him but not in his face!
* Matthew needs to be accompanied by 2 staff when he goes out. He is funded 5 hours a day 2:1 to go out and about.
* Go out when second staff start at 12.00 pm, return by 5.00 pm latest.
* Take car to the car wash once a week.
* Morning staff clean car internally every day on return home.
* Prepare evening meal based on the weekly menu

**Daily Routine – night staff**

* Carry out domestic duties (see below)
* The job is to be available to assist Matthew as he may require while carrying out domestic duties and keeping Matthew safe
* Matthew has a bedroom where he likes to spend time alone, but he will only sleep on his lounge settee.
* Prepare supper when Matthew is ready
* Matthew should be bathed, teeth brushed and in pyjamas around 10.00 pm
* Matthew will decide when he wants to go to sleep on his settee
* Put his pillow and cover on the settee once he is in his night wear
* Give him his night medication as soon as he appears ready to settle down to sleep
* There are CCTV cameras to allow staff to observe him unobtrusively from the carers office.

**Shopping – day staff**

* There is a list of Matthew’s preferred food and drinks attached
* Cleaning and personal care items should also be bought in the weekly shop
* Matthew’s food and drink shopping should be done every week
* A main meal menu should be drawn up every Sunday and is the basis of the weekly food shopping
* Check personal care and cleaning and household products and add them to the shopping list
* Shopping day is Wednesday

**Domestic duties – day staff**

**Daily**

* Make bed and clean and tidy all rooms
* Wash and dry clothes towels and bedding as required

**Domestic duties – night staff**

**Daily**

* Make bed and clean and tidy all rooms
* Iron and put away clean clothes and bedding

**Weekly**

Monday deep clean\* lounge (\*dust, polish, hoover, wash, sweep)

Tuesday deep clean kitchen

Wednesday deep clean bathrooms

Thursday deep clean bedroom

Friday change bedding, pillow cases and towels (if not already done this week)

Saturday Clean windows inside and out.

**Paperwork**

There is daily paperwork to log where he has been and what he ate and drank as well as confirm domestic duties completed

**Community Activities**

Every day Matthew goes out in his motability car to any two of his favourite takeaways:

McDonalds

KFC

Subway

Fish and chips

Kebab

Use the drive through or the escort should go for the food

* Only take Matthew inside the fast food restaurant if it is quiet and there are no small children inside
* Encourage Matthew to walk out every day, but in areas where there are not many people, and especially not many children
* The paperwork identifies Matthew’s current favoured areas to walk
* For more information see **Matthew’s Care Plan**
* If you have any other ideas for taking Matthew out discuss them with dad to make sure a full risk assessment and action plan is agreed

These duties may vary from day-to-day.

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

**Values**, We are looking for someone who is punctual, reliable and honest. The successful individual must be able to work alone and as part of a team.

**Specific requirements**, Staff need to be experienced dealing with challenging behaviour

# What you can expect to receive:

Full training will be given in interpreting and working with Matthew

# Skills, qualifications and experience

**Essential**:

* A full driving licence (maximum 6 speeding penalty points) and be over 25 years old in accordance with Motability Motor Insurance
* Staff need to be experienced dealing with challenging behaviour
* Confidentiality
* Good at building relationships