**Job Description**

**Job title** FemalePersonal Assistant

**Hours** 5 hours per week during term time and 8 hours per week during school holidays – Flexible via discussions with employer.

**Rates of pay** £11.00 per hour.

**Purpose of Job**

Hi, my name is Jasmin, I am a checky and happy 13-year-old, I am nonverbal so developing a trusting relationship is key to be my Personal Assistant.

The main purpose of this job is to work alongside my parents.

You will assist with bathing and getting dressed, prepare meals and drinks and support with going out and about I especially love to go for a drive.

Previous experience of working with children is preferable, particularly children that communicate via Pegs and Visual Stories, but we are happy to consider applicants who do not have prior experience.

We are looking for somebody who is reliable, punctual, and prepared for some flexibility in their working hours. You must also be able to respect our privacy and understand the need for confidentiality in all areas of your work.

You must also be able to handle all aspects of behaviour associated with my needs. We consider patience and enthusiasm to be essential attributes for this job.

**Main Duties**

It is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any reasonable Personal Assistance tasks we request e.g., accompanying the family on outings. You will be required to carry out the following tasks on a flexible basis:

**Personal Assistance**

* Preparing simple snacks and drinks and supporting me whilst I eat them.
* Helping with toileting, including washing hands and changing clothes if necessary.
* Changing pads when needed.
* Our daughter has eczema, so you will be required to administer medication for this when necessary, and you should inform us of any changes to her condition that you notice while you are with our daughter.

**Social Assistance**

* Supporting with fun and stimulating activities inside and outside of the home.
* Spending time playing with me.
* Supervising to ensure she is safe and generally responding to her needs.
* You will guide and describe the surroundings, especially when you are in a new place.
* Assistance to communicate.
* Support with handling money
* Encourage to try new activities and to complete tasks.

**Training**

There are no formal qualifications needed to do this job. The tasks and types of assistance involved can be learned through the Personal Assistant working with us.

**Person Specification**

To be our Daughters personal assistant you should:

* Have some experience of working with disabled children or adults.
* Have a positive attitude towards disability.
* Be willing to work under our direction.
* Be able to work flexibly to meet our daughter’s needs.
* Not drink alcohol when working for me
* Have good general health.
* Be a driver and have a clean driving license (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 our daughter’s 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.