## Job description

Job title: Personal assistant (PA) (2:1 support)

Location: Skipton, North Yorkshire

# Hours of work:

2 hours every Friday

4 hours every other Saturday

Additional shifts will be required an ad-hoc basis, but advance notice will be given.

# Rate of pay:

£13

# 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 individual requiring support:

I’m looking for Personal Assistants for my 8 year old son, Leo, who’s very energetic and inquisitive. Leo is very keen to learn about his world and how things work, although this can mean he can be mischievous.

Leo likes having days out at the park where he can burn some energy, as well as going to sensory rooms, and swimming, so PA’s for Leo would need to be active and a confident swimmer. He also likes using public transport, particularly trains to go on adventures for the day.

Leo requires 2:1 support and supervision at all times, as he is not aware of dangers around him. He has Down’s Syndrome with other additional needs, including Autism and ADHD. His behaviour can be challenging if he becomes frustrated. Any PA’s will spend time learning from me, to understand how best to support my son.

# Main duties:

* Take Leo to agreed activities/places.
* Be willing to suggest places to visit but these must be approved by Mum before going.
* Leave and return home at agreed times and if necessary, immediately inform Mum, if returning home late.
* Be vigilant at all times as Leo isn’t aware of danger.
* Ensure harness is appropriately fitted to Leo when out for walks.
* Ensure harness is appropriately fitted when travelling in a car and that a PA is sat alongside Leo whilst travelling.
* Always be contactable by Mum when out and about with Leo.
* Check in with Mum whilst out with Leo.
* Follow Mum’s direction for behaviour management and setting of boundaries.
* Always ensure Leo’s best interests when solely in charge.
* Pre-empt situations that could cause frustration to Leo and manage accordingly.
* Identify opportunities to allow Leo to explore his world.
* Be able to push Leo’s pushchair when out and about.

**Personal care:**

* Leo is double incontinent so regular changes and cleaning are required.
* Leo has a moist and minced food intake, meaning meals must be prepared as instructed by Mum.
* Ensure feeding plan is followed strictly and Leo’s feeding chair is used at mealtimes.
* Monitor Leo’s health at all times and look for changes as he can deteriorate quickly with respiratory infections.
* Ensure good hygiene is maintained.
* Be vigilant whilst Leo is eating and drinking.
* Prepare drinks in line with Mum’s instructions e.g. thickening agent in drinks.
* When necessary, put Leo in the bath, he requires lifting in and out.
* Ensure medication is taken as instructed by Mum.

**Domestic Duties:**

* Heat up meals provided by Mum.
* Put soiled clothes in the washing machine.

These duties may vary from day-to-day and other tasks may be required.

# Type of person that they are looking for:

Ideal PA’s will be active and energetic to keep up with Leo. Having experience or at the very least an awareness of Leo’s conditions and how to deal with behaviours that can be challenging, will be beneficial, although not essential. You will need to be a strong communicator, and be able to work alongside another PA. Most importantly I want a PA with an ability to develop a friendship with Leo, to maximise his enjoyment when doing activities.

# Skills, qualifications and experience

**Essential**:

* Driver with clean driving licence, own vehicle and appropriate insurance
* Patient
* Be able to swim.
* Kind & caring
* Open minded
* Strong communicator
* Good time keeping
* Reliable
* Flexible
* Honest
* Understanding
* Good at building relationships
* Positive outlook
* Work as part of a team
* Be able to follow strict instructions.
* Be comfortable around cats and dogs.

**Preferred**:

* Experience dealing with challenging behaviour.
* Experience working in the social care sector.
* Experience of working with children with additional needs.

Where it is required, such as Health and Safety matters, practical training and guidance will be arranged, and the Personal Assistant will be expected to attend.