## Job description

Job title: Personal Assistant (PA)

Location: Newcastle upon Tyne (Fenham area)

# Hours of work:

3 hours per fortnight (every other Saturday)

# Rate of pay:

£12 per hour.

# 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:

My name is Abubakr, I’m a quiet but very active 11-year-old, and I’m looking for a Personal Assistant to support me to get out and about, to do some of my favourite activities. I love being out of the house so I can use up my energy. I enjoy going swimming and to trampoline parks or soft plays. Most things outdoors are fun too like going to the park.

At home, I like to spend time on the iPad, as well as playing with Lego and play dough.

An ideal PA for me, will have a clean driving licence with their own vehicle, so we can get to all these fun places. Having experience working with young people with autism is important to my Mum and Dad.

Verbal communication can be difficult for me, so I often find other ways to show you what I want. I also need a little help with my personal care, so you need to be comfortable doing this.

You will initially spend time with my Mum and Dad, to get to know how to best help me and support my needs.

**Main duties**

**Social duties:**

* Take Abubakr to agreed activities/places.
* Be willing to suggest places to visit but these must be approved by Mum or Dad before going.
* Leave and return home at agreed times and if necessary, immediately inform Mum or Dad, if returning home late.
* Be vigilant at all times as Abubakr doesn’t have a great awareness of danger.
* Ensure the environment is safe for Abubakr to explore, particularly if outdoors.
* Always be contactable by Mum and Dad when out and about with Abubakr.
* Check in with Mum and/or Dad whilst out with Abubakr.
* Ensure Abubakr’s safety when travelling in car.
* Follow Mum and Dad’s direction for behaviour management and setting of boundaries.

**Personal care:**

* Reminding/prompting to go to toilet in places that are unfamiliar.
* Support undressing and redressing before and after using the toilet.
* Prompting handwashing and ensuring good hygiene.
* Follow Mum and Dad’s guidance for dietary requirements, as Abubakr follows a Halal/vegetarian diet.

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

# Type of person that they are looking for:

An ideal PA will be fun and energetic to keep up with Abubakr. You’ll have a clean driving licence with your own vehicle to take Abubakr out and about. Having experience working with young people with Autism and children with limited verbal communication will be advantageous. Most importantly a PA will build a relationship with Abubakr, whilst he spends time doing the things that he enjoys.

# 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
* Experience of working with young people with Autism.

**Preferred**:

* An active person with lots of energy.
* Experience working in the social care sector.

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.