## Job Description and Person Specification

Job title: Personal assistant

Reporting to: Direct Payment Employer

Location: Selby

# Hours of work: Cover for holiday and sickness 6am-8am Monday to Friday

# Rate of pay: £11 per hour

# Job purpose:

To assist with a variety of tasks which will assist the person who needs care and support to live their personal and social life according to their wishes and interests.

# About the employer:

My son lives at home with myself and his brother. He has autism and is non-verbal. He needs support each weekday morning to get up and get ready for school. A typical day will involve changing pads, getting him dressed, supervising him while eating his breakfast and then getting him into the taxi to go to school. There will then be time to ensure everywhere is tidy, clean and as you found it.

# Main duties:

**Personal care**

Support with cleaning face before school

Support with teeth cleaning

Support with dressing

Changing pads

Supervision when eating

**Domestic duties**

Cleaning and tidying after the morning routine

Ensuring he has everything he needs to take with him to school

These duties may vary from day-to-day.

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

**Values:** We are looking for an honest, reliable and punctual individual. We need them to be able to work alone and have a positive attitude.

**Specific requirements:** Experience working with people who have behaviours which challenge is desirable.

# What you can expect to receive:

# Full training will be given.

# Skills, qualifications and experience

**Essential**:

Confidentiality

Good at building relationships

Able to work alone and use initiative

Good problem solver

**Preferred**

Experience of working with children or adults with disabilities

Ability to support people with behaviours which challenge.