## Job description

Job title: Female Personal Assistant

Location: Skipton, North Yorkshire

# Hours of work:

12 hours – 2 evenings 5 hours (5pm-10pm) plus 2 hours on a Saturday morning 10.30am-12.30pm.

# Rate of pay:

£13 per hour.

# Job purpose:

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

# About the young person requiring support:

I’m looking for a Personal Assistant for my daughter, Charlotte. Charlotte is a very happy, fun little girl who requires a PA on a regular basis so they can get to know each other and have fun times in a safe environment.

Charlotte likes to chat about things she enjoys, especially horses and dinosaurs. She is currently learning to ride a trike and enjoys Disney films and outdoor activities like trampolining. Charlotte has sensory toys that she enjoys too.

Charlotte is a loving young girl however she can present with outbursts and has extreme difficulty regulating her emotions. Charlotte has a diagnosis of autism with a PDA profile, she also has Processing Disorder and Sensory Processing Disorder.

Charlotte benefits from routine and consistency and does not like change, so having orderly systems in place works best to her needs. Supervision of Charlotte is always required.

# Main duties will include:

* Structured play activities. Charlotte attends SEN group on a Saturday morning.
* Supervision and preparation of meals including Supper.
* Carry out Feeds / Gastrostomy tube cleaning.
* Follow instructions and timeframes for administering medication and fluids, including preparing medications before you leave.
* Carry out Sugar Level testing.
* Maintain a bedtime structured routine.
* Assist with all hygiene needs including, support in and out the bath, nappy changing and cream application, hair brushing and dental hygiene routine.
* Charlotte will need assistance with changing clothing, and you will be required to carry out laundry duties.
* Charlotte requires emotional support so an awareness and knowledge of demand avoidance/autism would be required, however this is a Parental Lead role and training will be given where necessary.

# Job Role Specifics/Qualities:

* Hold a full clean UK driving license and transport.
* Follow and trust Parental leads and instructions.
* Be fun and patient.
* Adaptable
* Caring
* Responsible
* Proactively preventing dangers
* Have no allergies to cats and dogs and a genuine kindness towards animals.
* Good timekeeping.
* Due to the nature of this role including medical/personal care we require female applicants only.

This post is exempt under the Equality Act 2010 schedule 9 paragraphs1-4.