## Job description

Job title: Personal Assistant (PA)

Location: Newcastle upon Tyne (Dinnington area)

# Hours of work:

4 hours per week.

School Summer holidays (6 weeks) – 7 hours per week.

Hours to be used flexibly.

# Rate of pay:

£15 plus mileage in working hours.

# 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 employer:

My name is Mason, I’m a happy and very energetic 8 year old, and I’m looking for 2 Personal Assistants to support me to get out and about to do some of my favourite activities, as well as visit places that I love exploring. This includes going swimming, trips to the zoo and walks in parks and forest areas. An ideal PA will have a clean driving licence with their own vehicle, so we can get to all these fun places.

You will initially spend time with my Mum and family, learning more about me and my needs, as I’m non-verbal, so you will need to know how I communicate. Having some knowledge of Autism, Sensory Processing Disorder and Pica is beneficial for working with me.

**Main duties**

**Social duties:**

* Take Mason to agreed activities/places.
* Leave and return home at agreed times and if necessary, immediately inform Mum, if returning home late.
* Be always vigilant particularly with regards to Pica.
* Ensure the environment is safe for Mason to explore.
* Always be contactable by Mum when out and about with Mason.
* Ensure Mason’s safety when travelling in car.
* Manage Mason’s expectations when activities are coming to an end.
* Learn how to best communicate with Mason to minimise frustration.
* Talk positively to Mason about the day ahead and future plans to help minimise him becoming overwhelmed.
* Follow Mum’s direction for behaviour management and setting of boundaries.
* Work with other PA at all times to ensure Mason’s best interests.

**Personal care:**

* Reminding/prompting to go to toilet in places that are unfamiliar.
* Support redressing after using the toilet.
* Prompting handwashing and ensuring good hygiene.
* Correctly fit Mason’s harness and reigns when out and about.
* Support any necessary changing of clothes before and after activities such as swimming.
* Be vigilant at mealtimes to ensure Mason does not over fill his mouth whilst eating.
* Be aware of Mason’s frustrations building, as he can self-harm in these situations.

These duties may vary from day-to-day and other tasks may be required in line with the details of the care plan.

# Type of person that they are looking for:

Ideal PAs will be strong and energetic to keep up with Mason. You’ll have a clean driving licence with your own vehicle to take Mason out and about. Having some experience or at the very least an awareness of some of Mason’s conditions would be advantageous. Most importantly a PA with an ability to forge a relationship with Mason and family, to maximise his enjoyment when doing activities and offer respite to Mum.

# Skills, qualifications and experience

**Essential**:

* Driver with clean driving licence, own vehicle and appropriate insurance
* Patient
* Be able to swim
* Kind & caring
* Strong communicator
* Good time keeping
* Reliable
* Flexible
* Honest
* Understanding
* Good at building relationships
* Positive outlook
* Ability to support people with behaviours which are challenging.
* Be able to work with others.
* Be comfortable with cats and dogs.

**Preferred**:

* Awareness/understanding of Autism.
* Awareness/understanding of Pica.
* Awareness/understanding of Sensory Processing Disorder.
* Love animals
* Outdoor person with lots of energy.
* Experience communicating with non-verbal children.
* Experience using Makaton and/or PECS symbols.
* 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.