**JOB DESCRIPTION**

**JOB TITLE: SOCIAL PERSONAL ASSISTANT JD/NCL**

**JOB ROLE:**

To provide high quality support to a University student with a visual impairment to attend social activities, and develop independent living skills.

**JOB SUMMARY:**

Our client would benefit from the support of a personal assistant, especially during (but not limited to) low light and dark conditions, to attend a range of social activities including sports clubs, cinema, gigs and social events with friends. He would also like to develop independent living skills at home.

**HOURS OF WORK:**

Varied flexible hours including evenings and weekends.

**BASE:**

Client’s home, Newcastle Upon Tyne.

**REPORTING TO:**

Client and client’s family (where agreed with client).

**RESPONSIBILITIES:**

* Provide high quality support and assistance.
* Safely assist and enable the client to engage in and enjoy social and recreational activities, including accessing public transport, and attending social events, sports activities and appointments, especially in poorly lit conditions.
* Support client to develop confidence in independent living skills such as cooking and other household tasks.
* Work with client to ensure their wellbeing and safeguarding whilst assisting with activities.
* Maintain own and other’s health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client, client’s family, other members of their support team and others involved in their daily activities as agreed with the client.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a consistent professional approach.
* Preserve dignity and support the client in developing and maintaining as much independence as possible.
* Establish a close working relationship on a one-to-one basis and discuss and resolve any problems as they arise with the client or client’s family.
* Be open in communication and respectful of client’s values and interests.
* Respect client’s home environment and take care of their possessions and equipment.
* Smoking and/or vaping is not permitted at any time whilst on duty – this includes when out socially with the client.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client or client’s family if you are going to be late or absent.
* Mobile phones for personal use should only be used in emergency situations when on duty.
* The Personal Assistant’s role may vary daily, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder. Therefore, a flexible approach is required.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Previous experience of working in a similar role or enthusiasm to meet the requirements of the role and attend training where necessary.
* Previous experience of working with people with visual impairments, or support and assistance requirements would be desirable.
* Able to demonstrate good understanding of the need to apply and follow safe working practices.
* Excellent communication and observational skills.
* Reliable work record.
* Ability to provide support during evenings and weekends.
* Car driver with clean driving licence (Preferred, but not essential).
* Satisfactory enhanced DBS check.

**Please Note – full training will be given to support successful candidates to provide the specific assistance required for the client as well as ongoing updates.** |
| **Personal Requirements** | * A good level of fitness to engage in activities and an interest in a range of sport
* Good sense of humour.
* Caring and compassionate.
* Patient, motivated and enthusiastic.
* Sound common sense.
* Ability to build rapport with an independent young man.
* Willingness to always act in the client’s best interests.
* Knowledge of Newcastle city centre and local transport routes would be desirable. Punctual and reliable.
* Able to work effectively both as an individual using own initiative and collaboratively as part of a small team.
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This post is exempt under the Equality Act 2010 schedule 9 paragraphs 1 – 4.

**At the time of starting their employment, the successful candidate must have permission to work in the U.K.**