## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Benwell Village

# Hours of work: Term Time: 6 hours Saturday morning 10am-4pm

School Holidays: 10 hours per week 5 hour shifts 2 days per week

# Rate of pay: £13 per hour

# Job purpose:

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

# About the employer:

Our son is a happy, sociable boy who has cerebral palsy, he uses a wheelchair. He lives with us and his younger brother. Our son loves to get out and about into the community to say, he likes to go to shopping centres to have a look around and greet people. As soon as he gets up in the morning he is keen to go to school and weekends and school holidays get out to do something. In the future we are hoping the PA may be able to support us to take Joel swimming and to rebound therapy.

We are looking for someone who has experience of working with children ideally someone who has experience of working with disabled people.

# Main duties:

**Social duties**

* Support to socialise
* Support to attend suitable activities such as rebound and swimming

**Personal care**,

Monitoring for epilepsy (full training will be given)

Pushing his wheelchair

Support with eating

Support with dressing and undressing if going swimming

These duties may vary from day-to-day.

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

* **Values**, We are looking for someone who is honest and reliable reliable and who is able to work with minimal supervision.
* **Specific requirements** Experience of working with children and people with disabilities would be advantageous for this role.

# What you can expect to receive:

# Full training will be given.

# Skills, qualifications and experience

**Essential**:

* confidentiality
* good at building relationships
* Willing to support our son with swimming and rebound

**Preferred**: