## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Tadcaster

# Hours of work: Weekends - 9 hours per week

# Rate of pay: £11

# Job purpose:

To support my children, who require care and support with a variety of tasks which will enable them to live their personal and social lives according to their wishes and interests.

# About the employer:

There are two roles as part of this employment.

**About my son: This role is to support my son for 6 hours per week.**

Olly has autism and a learning disability.

He is 12 and he loves lots of different activities; going swimming, to the park, basketball and going to cafes. However Olly doesn’t like long walks. In the house he likes to colour, paint, arts and crafts and he loves to bake and play basketball.

Olly has no awareness of danger and needs to be constantly supervised, especially walking near roads. He needs things explaining to him in simple terms and extra time to process information. He might need things explaining again. Olly needs some support with dressing e.g. prompting to put things the right way round. He also requires full support with managing money. Olly can have anxiety when going out he needs reassurance and someone to explain where he is going. He enjoys different activities as long as he has that reassurance.

**About my daughter: This part of the role is to support my daughter for 3 hours per week or 6 hours every fortnight**

Summer is 12 she has autism and a learning disability she is a girly girl and likes to go out to cafes, parks, shopping, and getting her nails done. She has some awareness of danger but still needs to be supervised at all times. She needs things explaining to her in simple terms with extra time to process information. She may also need information repeated.

# Main duties:

**Social duties**

* keep in touch and socialise with family and friends
* do hobbies such as swimming, park, shopping
* Constant supervision at all times
* Prompting and reminders of what will happen.
* Full support managing money

**Personal care**

* Support with dressing
* Support to cut up food.
* These duties may vary from day-to-day.

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

* **Values**, reliable, punctual, going, able to work alone, positive, willingness to travel,
* **Specific requirements**, Experience of working with children who have additional needs is desirable.
* **Other**: car owner driver essential due to location and safety reasons.

# What you can expect to receive:

# Full training will be given for the role.

# Skills, qualifications and experience

**Essential**:

driving licence

* car and appropriate insurance
* able to swim
* confidentiality
* good at building relationships
* Makaton is preferred but not essential

**Preferred**:

* good communicator

a good listener