**JOB DESCRIPTION RM/NCL**

**JOB TITLE: PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, personal care & companionship to a lovely lady with Cerebral Palsy.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will sensitively and compassionately provide a range of personal care, assistance, and companionship. Some domestic duties maybe required on occasion.

**HOURS OF WORK:**

24 hours per week with the occasional overnight stay or weekend stay.

To be established with the employer and family members.

**BASE:**

Client’s home where she lives in Whickham, Gateshead.

**REPORTING TO:**

Client and Parents.

**RESPONSIBILITIES:**

* Provide high quality support, care, and companionship.
* Provide high quality personal care including feeding at mealtimes as required in a safe, sensitive, dignified, and respectful manner.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in and enjoy social and recreational activities.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client and main carer, other members of her support team and others involved in her daily activities.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* Preserve dignity and support the client in 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, clients parents and family members.
* Be open in communication.
* Respect and take care with the client’s home, possessions, and equipment.
* Smoking is not permitted at any time whilst on duty.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client’s main carer if you are going to be late or absent.
* Personal mobile phones should only be used in emergency situations when on duty.
* The client’s needs may vary daily and over time, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Previous experience of working with individuals who require high levels of support on an individual basis.
* Able to demonstrate good understanding of the need to apply and follow safe working practices.
* Excellent communication and observational skills.
* Reliable work record.
* Car driver with clean driving licence (Essential).
* Satisfactory enhanced DBS check.
* Previous experience of working with complex needs advantageous.
* Have a basic knowledge of Cerebral Palsy and its various characteristics.

**Please Note – full training will be given to support successful candidates to provide the specific care required for the client as well as ongoing updates.** |
| **Personal Requirements** | * Caring and compassionate.
* Patient, motivated and enthusiastic.
* Good sense of humour.
* Sound common sense.
* Willingness to always act in the client’s best interests.
* Punctual and reliable.
* Able to work effectively both as an individual using own initiative and collaboratively as part of a small support network.
* Good level of physical health and fitness.
* A “young at heart” approach.
* Experience of operating electric wheelchairs safely.
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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.**