## Job description

Job title: Female Personal Assistant

Location: Newcastle upon Tyne (NE6)

# Hours of work:

2 hours 45 minutes per week

# Rate of pay:

£14.00

# 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 individual requiring support:

My name is Bobbie-Anne, I’m looking for a Personal Assistant to support me to get out and about, to do some of my favourite activities. I love going swimming, and to museums to learn about ancient history. I like animals, drawing and playing with sensory things including slime! I enjoy dancing along to music and to be around other children that I’m familiar with. Days out for a picnic or a McDonald’s are always fun and even more so if ice cream is included too.

An ideal PA for me, will have a clean driving licence with their own vehicle, so we can get to all these fun places. Having experience working with young people with autism and, social and emotional difficulties is important to my Mum. First impressions are really important too, as I can be sensitive to other people’s emotions. I need some help with my personal care, so you need to be comfortable doing this.

You will initially spend time with my Mum, to get to know how to best help me and support my needs.

**Main duties**

**Social duties:**

* Take Bobbie-Anne to agreed activities/places.
* Be willing to suggest places to visit but these must be approved by Mum before going.
* Leave and return home at agreed times and if necessary, immediately inform Mum, if returning home late.
* Be vigilant at all times as Bobbie-Anne can struggle to judge walking on uneven grounds and when to step up and down curbs. Hand holding is best outdoors.
* Ensure the environment is safe for Bobbie-Anne to explore, particularly if outdoors.
* Always be contactable by Mum when out and about with Bobbie-Anne.
* Check in with Mum whilst out with Bobbie-Anne.
* Ensure Bobbie-Anne’s safety when travelling in car.
* Follow Mum direction for behaviour management and setting of boundaries.
* Be aware of situations that may cause distress to Bobbie-Anne and proactively manage these.

**Personal care:**

* Support with cleaning after going to the toilet.
* Support undressing and redressing before and after using the toilet.
* Prompting handwashing and ensuring good hygiene.

These duties may vary from day-to-day and other tasks may be required.

# Type of person that they are looking for:

An ideal PA will be sensitive and relaxed. You’ll have a clean driving licence with your own vehicle to take Bobbie-Anne out and about. Having experience or at the very least an awareness of Bobbie-Anne’s condition. Most importantly a PA will develop a relationship with Bobbie-Anne, to maximise her enjoyment when doing activities and offer some 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
* Open minded
* Strong communicator
* Good time keeping
* Reliable
* Flexible
* Honest
* Understanding
* Good at building relationships
* Positive outlook
* Sensitive.
* Able to support individuals with social/emotional difficulties.

**Preferred**:

* Experience of working with young people with Autism.
* Experience working in the social care sector.