## Job description and person specification

Job title: Female Personal Assistant

Location: Newcastle upon Tyne (NE6)

# Hours of work:

10-hour day-time shifts, Monday to Sunday

Further details will be discussed at the interview stage.

# Rate of pay:

£15 per hour.

# Job purpose:

To assist with a variety of medical tasks which will support our daughter Lina, whilst providing some respite to family members.

# About the employer:

We are looking for someone smart and enthusiastic, with experience working with young children to support our daughter Lina, who is 3 years old. Lina is very kind but likes to be in charge and can be mischievous taking people’s glasses off them. Lina loves people talking and interacting with her. Lina enjoys meeting new people and will look to hold your hand to say hello.

Peppa pig is very popular with Lina at the moment, so she will often be watching this.

Lina is physically disabled with complex health needs, so Personal Assistant’s that are supporting her will need to be caring and patient, with a willingness to learn from us. Experience with tracheostomy, suction machines, and NG tubes for feeding and medication are beneficial, but training will be provided to all PAs at the start of employment.

# Main duties

**Personal care:**

* Provide feeds through Lina’s NG tube as specified by Lina’s parents.
* Be able to change Lina’s tracheostomy as and when required.
* Follow the medication chart and ensure a 2nd person has checked this before dispensing.
* Change Lina’s nappy as and when required, maintaining hygiene before, during and after.
* Use the suction machine when Lina requires support clearing her airway.

**Domestic tasks:**

* Ensure the areas where Lina is, are kept clean, tidy, and safe.

**Other duties:**

* Provide positive interaction and play with Lina.
* Learn how to observe Lina’s emotions and expressions to understand when Lina may be trying to indicate discomfort.

These duties may vary from day-to-day.

# Type of person that they are looking for:

We are looking for female Personal Assistants who at the very least have some experience working with young children. You will be able to follow instructions and be willing to learn how best to support Lina. Experience changing tracheostomy’s and feeding through NG tubes will be valuable, but this can be taught. An ideal PA will provide some much-needed respite to us as Lina’s parents, whilst ensuring Lina is looked after in the way we would do it ourselves.

# Skills, qualifications and experience

**Essential**:

* Experience working with young children.
* Supportive
* Caring
* Understanding
* Observant
* Good listener
* Must be able to respect confidentiality.
* Ability to build good relationships based on trust and respect.
* Honest
* Professional
* Punctual
* Able to work as part of a team.

**Preferred**:

* Knowledge and experience of tracheostomies.
* Knowledge and experience of NG tube feeding.

Where it is required, such as Health and Safety matters, practical training and guidance will be arranged, and the Personal Assistant will be expected to attend.