

## Job Description – Personal Assistant GDU/NY

**Job title:** Personal Assistant for a very active young boy.

**Hours:** 6 hours per week during term-time and 18 hours per week during school holidays, plus potential additional hours on an ad hoc basis. Flexible working hours are available. However, we are open to fixed hours per week, as “we’re flexible about being flexible”. Can discuss flexibility further with successful applicants.

**Rates of pay:** £13 per hour plus mileage for facilitated outings.

**Licenses:** A driving license is mandatory to carry out this role and effectively facilitate our son’s active lifestyle.

**Subject to:** Successfully passing a criminal background and reference check.

### Purpose of the role

Our son George is 8 years old and has autism. The main purpose of this job is to work alongside us or on your own supporting George on outings and trips outside our home in the approximate location of Thirsk, North Yorkshire. This role may also involve some basic personal care and support for George but primarily involves facilitating George’s love for physical activity.

George is a lively, agile, energetic and fun-loving boy who gains pleasure from being extremely active during his free time. He requires support with some basic personal care, to be discussed with each applicant during the interview process. George is non-verbal and has limited communication methods. It is imperative that the Personal Assistant appreciates the need for patience and encouragement whilst providing support to George. He loves stimulating outdoor activities such as trampolining, theme park visits, playgrounds, swimming or anything involved with physical activity and the outdoors. A substantial aspect of the role will be to aid and participate with George, benefitting in a positive way from these outdoor activities on a day-today basis and to help support the lifestyle he gains so much pleasure from.

Previous experience of working with children is desirable, but we are happy to consider applicants who do not have prior experience. Training can be provided by the council, or the Personal Assistant can follow instructions directly from us. We are looking for somebody who is reliable, punctual and prepared for some flexibility within their working hours. Working hours can be discussed with each applicant.

Physical endurance is essential when supporting George e.g., lifting George down from play equipment, helping George whilst swimming or playing outdoors. Good general health is vital when providing adequate support to our son. We consider patience and enthusiasm to be necessary attributes for this job.

George and his family's requirements may vary from time to time. It is important that the Personal Assistant is flexible about the duties performed and agrees to undertake any reasonable Personal Assistance tasks we request, throughout the duration of their employment e.g., accompanying the family on outings, supporting George outside of his home environment when required.

### **Characteristics of the required candidate:**

*Do you have any of the following characteristics? Have you always wanted to make a positive difference in somebody's life; this might be the perfect role for you? I encourage you to apply for this role if you exhibit any of the following characteristics!*

- Stamina, Physical Strength, Good health, Active Individual, Patience, Enthusiasm, Understanding, Empathetic.
- Basic understanding of personal care.
- Enjoys outings and visiting places.
- Wants to support an individual in a positive way.
- Flexible within their working hours.

### **Social Assistance**

- Supporting George in fun and stimulating activities inside and outside of the home.
- Spending time playing with George.
- Ensuring George's safety and generally responding to his requirements, whilst under your supervision.

### **Training**

As previously stipulated, there are no formal qualifications needed to do this job, but previous experience is preferable. The tasks and types of assistance involved can be learned through the Personal Assistant working directly with us and therefore must be willing to learn by following instructions from us, as George's parents and primary care givers.

## Person Specification

The ideal candidate to be our son's personal assistant will meet the following criteria:

- Have a positive attitude towards disability.
- Be willing to work under our direction.
- Be able to work flexibly to meet our son's requirements.
- Have good general health.
- Be a driver and have a clean driving license (Mandatory).
- Be reliable and trustworthy.
- Be a good timekeeper.
- Be able to work at short notice.
- Be able to work in different settings.
- Keep information gained in the course of your employment confidential.
- Be able to respond appropriately in an emergency.
- Be able to accept responsibility and work on your own initiative.
- Respect our son's privacy and that of our family and friends.
- Be patient when doing repeated tasks.
- Successfully pass a DBS clearance and reference check.