## Job description and person specification

Job title: Personal Assistant (PA)

Reporting to: Direct Payments employer

Location: Walkerville

# Hours of work: Full and part time hours to be worked as part of a rota.

# Rate of pay: £13.60 per hour

# Job purpose:

To enable our brother to live his life according to his wishes and interests.

# About the employer:

Our brother is a happy chappy who has many interests. He enjoys long walks, especially coastal walks and walking in the evening. He enjoys travelling by public transport including bus, metro and on the train to places further afield. He loves going to charity shops and seeing old signs and enjoys telling people dates of when things were out and published. He likes to go to gaming centres and playing Playstation and Xbox. He has lots of paints and likes to paint figurines and draw. He loves going to live wrestling. His main topic of conversation is about dinosaurs, which he has loved since a child, wrestling and old TV shows like Spiderman and He-Man.

He has autism and requires support with most everyday tasks including cooking and cleaning. He needs prompting with tasks such as appropriate times to eat meals. He requires support with planning activities which he plans out on his white board and will need motivation and encouragement to attend activities. He needs assistance with managing his money and paying bills, support is needed to budget and not spend too much.

Main duties:

**Social duties**

* Keep in touch and socialise with family and friends
* Attend adult education classes
* Attend medical appointments
* Do hobbies such walking, gaming etc.
* Attend social events such as wrestling and discos.

**Personal care**

* Booking in appointments for haircuts, dentist, GP
* Prompting to shave
* Prompting to wear suitable clothing.
* Prompting to put suncream on.
* Administering medication.
* Prompting to clean teeth
* Prompting to eat at appropriate times.
* Distractions when he becomes focused on doing something that he needs to do at another time.

**Domestic duties**

* Support with grocery shopping
* Cooking and serving nutritious meals and snacks.
* Support with cleaning, changing linen, laundry and ironing.
* Support and prompting to keep his house clean and tidy.
* These duties may vary from day-to-day.

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

* **Values** We are looking for someone who has similar interests. We are looking for someone who can be assertive in their engagement with him but also be friendly and a companion..
* **Specific requirements** We are looking for someone with experience of people with autism and metal health
* **Other**: Due to the nature of this role including medical/personal care the potential employer will be considering male applicants only.

# What you can expect to receive:

Full training will be given by the family for the role. Additional training, for example on diabetes, can be arranged when required.

# Skills, qualifications and experience

**Essential**:

* Confidentiality
* Good at building relationships
* Excellent communication skills
* Assertive

**bPreferred**:

* Good communicator
* A good listener