## Job Description and Person Specification

Job title: Female Personal Assistant (PA)

Reporting to: Direct Payment Employer

Location: Throckley, Newcastle upon Tyne

# Hours of work: 7 hours per week (2 weekday afternoons)

# Rate of pay: £13 per hour

# Job purpose:

To assist with a variety of tasks which will enable my daughter to live her personal and social life according to her wishes and interests.

# About the employer:

My daughter enjoys watching her tablet, playing with her dolls at home as well as playing games like hide and seek, throwing and catching balls. She is very active and likes to visit parks and playgrounds enjoying the slides, swinging, jumping and climbing. One of her favourite playgrounds is at Hamsterley Forest.

We are looking for a PA to support her two afternoons per week with activities such as going to the trampoline park, Tim Lamb Centre, Riverside Park in Chester Le Street and walking around the MetroCentre with a stop for ice cream. She prefers quieter times but we are working towards building up her tolerance to busier times with activities she really enjoys.

My daughter has autism and is non-verbal but is able to communicate with PECS, a Now and Next board, and gestures. She understands short simple verbal instructions alongside gestures and PECS. She is responsive to routine and dislikes loud noises. The most important thing is to give her the space and time to do as much as she can to develop her independence. We need someone who will give her the time to respond and the space to make choices. She always needs supervision as she has no awareness of danger so we are looking for someone who is aware of their surroundings, can pre-empt risks before they happen and use their initiative.

# Main duties:

**Social duties**, for example, support to:

* Keep in touch and socialise with family and friends
* Do hobbies such as trampolining
* Support with managing money

**Personal care**

* Constant supervision
* Giving her time and space to be as independent as possible
* Reassurance
* Building up independence skills
* Prompting and support with dressing
* Prompting and support with toileting
* Cutting up food and support with learning to use cutlery

These duties may vary from day-to-day.

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

* **Values**

We are looking for someone who is open minded, willing to learn and understand and get to know her. We need someone who has good general health and fitness to be able to keep up with her active lifestyle. An individual who has good communication, pre-emptive thinking and can use their initiative.

* **Specific requirements**

Own car and driving licence is essential for this role.

* **Other**

Due to the nature of this role including medical/personal care the potential employer will be considering female applicants only.

# What you can expect to receive:

Full training will be given for the role.

# Skills, qualifications and experience

**Essential**:

* Driving licence
* Car and appropriate insurance
* Good general health and fitness
* Good communicator
* Confidentiality
* Good at building relationships
* Flexible and adaptable
* Patience