

# Job Description

IRA/NY

<b>Job Title.</b>	Personal Assistant.
<b>Hours.</b>	5 hours per week to access the local community. Hours to be discussed further with each successful candidate.
<b>Rates of Pay.</b>	£11 per hour.
<b>Approx Location.</b>	Tadcaster, North Yorkshire

## About my life

My name is Izzy, I am 18 years old. I have Autism, learning difficulties and I find it difficult to socially communicate. I require assistance with aspects of daily living, especially accessing my local community and forming new connections. Nevertheless, I would love to schedule more trips outside of my home environment, visiting shops, going clothes shopping, swimming, or going further afield with someone who understands my requirements and has similar interests to me; where we can visit new places and connect with new people. I currently live in my family home.

## Role Objective:

The primary objective of this role is based upon building a connection and getting to understand our boundaries, so we can develop a friendship. This is not just a standard care job; it's helping me to get the best out of my life from a social perspective. However, it is still important that you respect my role as your employer and be willing to work solely under any direction given to you by me or my family. Your role will be to provide physical and social assistance, as I require, in order to maintain my independence as much as possible whilst out within the community. You must be extremely reliable and be able to work flexible hours (**sometimes at short notice**).

You must be able to respect my privacy, dignity and understand my independence. **Any additional duties of the employee will be discussed with each applicant during or after the interview stage, as we deem appropriate.** You must be able to always maintain confidentiality, in all areas of your role, in relation to anything I or my family shares with you. You do not have to be physically strong to do the job well, but good general health is important. You should ask what my requirements are and listen to my requests whenever you are providing me with assistance.

My requirements will vary from time-to-time. It is important that the personal assistant is flexible about what the task involves and agrees to undertake other reasonable personal assistance that I require.

## Training:

**There are no formal qualifications needed to do this job.** For the most part of the tasks and assistance involved can be learned through the Personal Assistant and I working together. **My family and I are the best qualified to understand my requirements thoroughly and how they are best met.**

There will be a probationary period of 6 months. At the end of this period, I will meet with you to review the position. If your performance is satisfactory and we are both are happy with the situation, your continued employment will be confirmed.

The probationary period can be extended at my discretion. During the first 4 weeks of the Probationary Period, I may terminate your employment by giving one week's notice. During the remainder of the Probationary Period, either party can terminate employment by giving one week's notice.

This post is subject to satisfactory Enhanced CRB checks and references, which will be taken up only if you are offered a post.

## Ideal Candidate Characteristics

- Be reliable, as it is vital that you can arrive for your shift promptly and inform me if you are unable to work for any reason so that I can arrange cover.
- Be patient and provide a calm and consistent approach.
- Be open-minded and be able to see things from other peoples' perspectives and to work in a variety of situations and environments.
- Good timekeeping and perseverance are essential characteristics when considering this role.
- Be self-motivated and have the ability to take a proactive role when required.
- Have a sense of humour and a mature attitude to your work, with the ability to maintain individuality whilst following appropriate care routines.
- Be able to commit yourself to at least one month's notice before leaving the job, except in extreme circumstances.

## To be my Personal Assistant you should

- Be willing to work under my direction.
- Have a positive attitude towards disability.
- Be flexible, reliable, and punctual.
- Have good general health.
- Be clean and tidy to my specification.
- Be able to assist me in different settings.
- Keep information gained in the course of your employment strictly confidential.
- Respect my privacy and dignity and that of my family and friends.
- Not discuss my household and domestic circumstances with others, other than with my specific permission
- Be able to accept responsibility and assist on your own initiative.
- Be patient when doing repeated tasks.
- Be able to respond appropriately in an emergency.
- Have at least basic reading, writing and number skills.
- Have an interest in similar interests to me.
- Be sociable and enthusiastic.
- Must be willing to drive (**Desirable**).