## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: North Kenton

# Hours of work:

# 6 hours per week term time

# 12 hours per week school holidays

# Rate of pay: £13.50 per hour

# Job purpose:

To assist with a variety of tasks which will enable the person who needs care and support to live their personal and social life according to their wishes and interests.

# About the employer:

Shannon has Foetal Alcohol Syndrome and has Global Developmental Delay, she is more like a 5 year old as she is severe globally developmentally delayed. Shannon loves to be in her own little world, singing and dancing are her favourite things to do. Out of the house Shannon enjoys going to the cinema to watch children’s films especially ones with music. She would like to go out with her PA to the cinema, the park and McDonalds.

Shannon has no sense of danger or awareness of strangers and requires supervision at all times for her safety. Shannon needs prompting with things like putting her coat and shoes on. You will need to use your car to take Shannon to activities of her choice, mileage will be paid.

# Main duties:

**Social duties**

* Support to do hobbies such as the cinema or the park.
* Supervision at all times
* Support with social skills to ensure that she does not go off with anyone or ask strangers for things.
* Support to manage money and pay for activities.
* Support with activities in the house.
* Ensure she can stop and rest when in pain.

**Personal care**

* Prompting to put on her coat and shoes.
* Needs support to go to the toilet, prompting supervision from outside the cubicle.

**Domestic duties**

* Preparing and serving nutritious meals and snacks.
* These duties may vary from day-to-day.