**Personal Assistant SF/NCL**

**Job description**

**Hours: 6 hours per week**

**Location: Fenham**

**Pay: £15.00**

Our son is a friendly, happy 15-year-old who loves to great people that he meets.

He loves to dance, watch YouTube and movies – especially Pixar films, animals and in particular animals that you would find in a Zoo are a major interest and cars.

You will be supporting our son with introduction of new activities and social activities, such as Swimming trips to the Tim Lamb centre and visits to the local shops.

You must be a kind and caring induvial that always demonstrates a person cantered approach in your thinking.

It is very important that you build a bond to get to know our son and understand how best to support and communicate. Our son would benefit from someone who is calm and who has experience and understanding of working with children.

**Main Duties**

As our son and the family's needs will vary it is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any reasonable Personal Assistance tasks, we request e.g., accompanying the family on outings. You will be required to carry out the following tasks on a flexible basis:

# **Personal Assistance**

 Preparing simple snacks and drinks.

 Helping with toileting, including washing hands.

# **Social Assistance**

* Supporting with fun and stimulating activities inside and outside of the home.
* Spending time playing with and talking to our son.
* Introducing new activities.
* Swimming/visits to the shops/Tim Lamb centre etc.
* Supervising to ensure our son is safe and generally responding to needs.

**Person Specification**

To be our son’s personal assistant you should:

* Have experience of working with disabled children or adults. #
* Have a positive attitude towards disability
* Be willing to work under our direction
* Be able to work flexibly to meet needs
* Be a non-smoker
* Not drink alcohol when working for me
* Have good general health
* Be a driver and have a clean driving licence (preferred)
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss our household and domestic circumstances with others, other than with my specific permission
* 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 privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least basic reading, writing and number skills
* You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.