**Job Description**

**Job title** Personal Assistant

**Rates of pay** £13.00 per hour

**Area**  Denton Burn

**Purpose of Job**

Hi my name is Ryan.

The main purpose of this job is to enable myself, who has autism, dyspraxia and is dyslexic, to take part in activities that he wants to do. You will provide support to me in activities, both inside and outside the home.

I am 20 years old, a typical outgoing teenager who has a passion for transport, particularly cars and trains including Eddie Stobart trucks and the Tanfield railway.

I like to go swimming, bowling.

I also like walking down by the quayside and the Millennium Bridge and although I am a big fan of home cooking, I also like to eat out particularly pizza.

I enjoy going to the cinema and likes action films and on occasions the Theatre Royal, both of which I have companion cards.

Initially I can be shy but once I gets to know you I am a proper chatterbox.

I am open to suggestions of activities and will let you know if he doesn’t want to do something. A large part of the job will be to participate with me in any activities so he can get the most from them.

I like to be independent and pay for things myself but have a limited understanding of money so ensure that I receives the correct amount of change.

Patience and enthusiasm are essential attributes for this job.

**Main Duties:**

My needs will vary and it is important that you are flexible about what the work involves and agree to undertake any reasonable Personal Assistance tasks I request. You will be required to carry out the following tasks on a flexible basis:

**Personal Assistance:**

* Support and supervise closely in and outside the home
* Ensuring my safety inside and outside of the home

**Social Assistance:**

* Supporting me in fun and stimulating activities inside and outside of the home
* Spending time playing with and communicating with me
* Supervising me to ensure his safety and generally responding to my needs

There are no formal qualifications needed to do this job

**Person Specification**

To be my Personal Assistant you should:

* Have a positive attitude towards disability
* Be able to work flexibly to meet my needs
* Be fun
* Use your initiative
* Not smoke around me
* Not drink alcohol when working with me
* Have good general health
* Be reliable and trustworthy
* Be a good time keeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss Ryan’s 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 my privacy and that of his family and friends
* Be patient when doing repeated tasks
* Have at least basic reading, writing and number skills
* Preferably able to drive and have access to a car