## Job description

Job title: Female Personal Assistant

Location: Newcastle upon Tyne (NE13)

# Hours of work:

Flexible working. Hours are negotiable.

# Rate of pay:

£14.00 per hour.

# Job purpose:

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

# About the individual requiring support:

I’m looking for a Personal Assistant to support my daughter Erin who is 10 years old. Erin is a happy, smiley, lovely little girl who loves to dance and listen to music. Erin is a fan of Peppa Pig and loves looking at books and magazines.

I would like a PA to take Erin out to do some different activities. This will include going to the Tim Lamb and Alan Shearer centre. Erin may also try horse riding in the future as I think this will be something she’ll enjoy.

Erin has a condition called Phelan-McDermid syndrome, which is a rare genetic disorder that affects the development and function of the brain and body. Erin has little awareness of danger, so a Personal Assistant will need to be vigilant at all times. On occasion, Erin uses a wheelchair so you will need to be physically able to push this. You will initially spend time with me learning how best to communicate and support Erin as she is non-verbal.

# Main duties

**Social duties:**

* Take Erin to activities/places agreed with myself.
* Be willing to suggest places to visit but these must be approved by me before going.
* Leave and return home at agreed times and if necessary, immediately inform me, if returning home late.
* Be vigilant at all times as Erin has no awareness of dangers.
* Hold Erin’s hand when she is walking.
* Push Erin in her wheelchair when going out for long periods.
* Ensure the environment is safe for Erin to explore, particularly if outdoors.
* Always be contactable when out and about with Erin.
* Check in with me whilst out with Erin.
* Ensure Erin’s safety when travelling in car.
* Follow my direction for behaviour management and setting of boundaries.

**Personal care:**

* Change Erin’s nappy as and when required.
* Support undressing and redressing.
* Prompting handwashing and ensuring good hygiene.
* Support Erin with eating meals.

**Domestic duties:**

* Ensure any areas in the home where Erin is, are kept clean and tidy.
* Clean up after using the kitchen.

These duties may vary from day-to-day.

# Type of person that they are looking for:

Ideal PAs will be fun and energetic to create a positive relationship with Erin. You’ll have a clean driving licence with your own vehicle to take Erin out and about. Having experience working with children with additional needs would be beneficial. You’ll be willing to learn how to best support Erin and be respectful of my role as Erin’s mum.

# Skills, qualifications and experience

**Essential**:

* Driver with clean driving licence, own vehicle and appropriate insurance
* Patient
* Kind & caring
* Open minded
* Strong communicator
* Good time keeping
* Reliable
* Flexible
* Honest
* Understanding
* Good at building relationships
* Positive outlook
* Comfortable with dogs

**Preferred**:

* Experience working with children with additional needs.
* Experience working in the social care sector.

Where it is required, such as Health and Safety matters, practical training and guidance will be arranged, and the Personal Assistant will be expected to attend.