Job description

**Job description and person specification**

**Job title:** Personal assistant (PA)

**Location:** Heaton, Newcastle

**Hours of work:**

12 - 16 hours per week and overnight support – These hours are flexible and are to be mutually agreed.

**Rate of pay:**

£15 per hour

**Job purpose:**

The job purpose is to assist a young person with accessing the activities in the community according to his interests. There may be some elements of personal care required. This will be on a 2:1 basis and you will work alongside another PA or one of the young person’s parents.

This role involves overnight support.

**About the employer:**

Zack is a very loving and caring child. He is a NUFC supporter and loves gaming on his ps5, particularly FIFA. Zack is a high energy young person who enjoys attending boxing lessons and other sporting activities such as darts, golf, pool. His favourite sport at the moment is basketball. Zack has 2 puppies; Dotty and Quinny, who he loved. Zack has a great sense of humour and likes silly jokes.

Zack has a diagnosis of autism, ADHD and Smith Magennis syndrome. This affects Zack’s social interactions, behaviours and his understanding of the world around him. He requires a close supervision and seeks adult interaction and attention often. If Zack does not understand someone or is out of his routine, he can very quickly become dysregulated and can present with challenging behaviours. With clear expectations and good communication, this can be kept to a minimum.

Zack particularly dislikes ending activities and this can trigger his behaviours which can be very high like swearing, spitting, hitting out, head banging and breaking things. Zack’s awareness of danger is limited, especially if he is dysregulated.

On Zack’s good days, he is a very funny and charming young person. He has a wonderful character and is a lot of fun to spend time with.

**Main duties:**

**Social duties**

* Support to attend activities in the community with another PA
* Support to attend activities in the community with family members
* Support to attend medical appointments
* Supporting to help Zack remain calm and regulated

**Personal care**

* Distant supervision when using the toilet to ensure hygiene and cleanliness
* Occasional personal care
* Administering medication

**Domestic duties**,

* Supporting Zack with accessing nutritious meals when out with PA.

These duties are non-exhaustive and may vary from day-to-day.

**Type of person that you/they are looking for:**

▪ **Values:** honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, able to work alone, positive, willingness to travel, understands equality and diversity and has a good sense of humour.

▪ **Specific requirements**: Good communication skills are essential due to Zack’s additional needs. Knowledge of strategies for supporting someone with Zack needs would be extremely beneficial.

▪ **Other**: Due to the nature of this role including medical/personal care the potential employer will be looking for one male and one female PA.

**What you can expect to receive:**

full training will be given, full 4-week induction, access to other training opportunities, competitive rate of pay, flexible working and workplace pension.

**Skills, qualifications and experience – you can add skills or qualifications that are relevant for you:**

**Essential**:

▪ driving licence

▪ confidentiality

▪ good at building relationships

▪ specialist communication skills, for example, British Sign Language or Makaton, or a willingness to learn them.

**Preferred**:

▪ good communicator with children

▪ likes dogs

▪ ability to support people with behaviours which challenge.