Job Description

Job title Personal Assistant

Hours Up to 15 hours available per week term time

 (3-4 hours shifts evenings after school and weekends)

 Up to 30 hours per week school holidays (Various shifts, usually between 10am-6pm available weekdays and some weekends)

Location Great Park, Newcastle upon Tyne

Rates of pay £17.61 per hour

Purpose of Job

My son Zak is a happy, lively boy who has lots of energy. He is a large and strong 12-year-old. He loves to be outdoors on quiet walks or exploring in his wheelchair. Other times he likes to relax with his tablet watching his favourite videos in his room. He is fixated with water and liquids and will take that opportunity if he gets it to create a big splash!

He really enjoys playing with sand and water, anything that is messy.

We are a family of 5 (3 kids, 2 of which have additional needs).

 We are seeking to find that extra special person who is ready for a challenge to become part of our family providing care, support and companionship to Zak. He is Autistic alongside having Learning disability, ADHD and sensory processing difficulties.

We currently have a PA who has known him for years and need to create a little team to work alongside.

Zak is non-verbal and relies on an adult to problem solve to find out what he needs and to prompt him. He uses picture symbols to make choices with support, via his communication book or VOCA.

He may also communicate using makaton or other gestures. He has a communication book tailored to him which is required to be used and always modelled.

 Your job will be to support our family with Zak and work towards achieving the best outcomes for him.

Initially you will provide support to him within the home eventually leading up to accessing the community on a 2:1 basis.

My son can be very determined if there is something that he wants to do or doesn’t want to do, it can be challenging distracting him or persuading him against something. He can also become physically challenging.

He also has no awareness of danger and will run, very quickly, towards anything that catches his attention. My son is very tactile and sometimes likes to explore his environment with his mouth, especially putting objects in it.

Zak likes routines and requires clear communication for demands and expectations. Zak struggles with emotional and behaviour regulation and needs someone who is confident, resilient and quick to spot cues, intervene and deescalate.

As my son’s Personal Assistant, you will work under my direction and be able to take initiative to meet his needs. You will be accountable to me in all aspects of your work. You must be reliable, be able to use your initiative and be able to work flexible hours. You must be able to respect our privacy and have understanding of the need for confidentiality in all areas of your work.

You must be prepared and not afraid to get involved in all aspects of personal care and physically fit to be able to keep up with the demands of the role.

We consider confidence, resilience, patience, enthusiasm and a good sense of humour to be essential attributes for this job.

We would also value someone who is open to diversity and respect cultural and religious differences.

Main Duties:

The main duties of the job are outlined below. However, because Zak’s needs vary on a day-to-day basis, it is extremely important that your approach to work is flexible. You will be expected to carry out any other reasonable personal assistance tasks that I request.

# Personal Assistance

* Supporting my son around toileting. His toileting needs are quite complex. He will not always indicate if he needs to go so you will need to monitor this and respond to him as appropriate. Training will be provided to explain how this presents.
* Monitor him for signs that he might be in pain or have hurt himself as he does not register pain and has no awareness of hot and cold.
* Ensure that he is always supported and supervised, he cannot be left unattended under any circumstances. He will run towards anything that catches his attention and he can move very quickly. He also has no awareness of danger.
* Routine is very important to my son and if his routine is broken this can cause him distress.
* My son really loves playing in water and sand and messy play in general. This may mean that he may need his clothes changed during a shift.
* Supervision during meal times.
* Encourage him to keep food on his plate and be as tidy as possible while eating.
* My son can walk but depending on how he is feeling or if a situation is presenting sensory issues for him, he sometimes uses a wheelchair or reins.
* Preparing light meals and snacks
* Some housekeeping around my son, including and cleaning and wiping up after meals, toileting and cleaning up after Zak.
* Any other reasonable agreed tasks.

**Person Specification**

To be my sons Personal Assistant you should:

* Have some experience of working with disabled children or adults. Particularly children with Autistic Spectrum Disorder and challenging behaviors.
* Have a positive attitude to disability.
* Be willing to work under my direction.
* Have good communication skills.
* You must not smoke when working.
* Not drink alcohol when working for me.
* Be confidential in your work and understand the importance of this.
* Respect my son’s privacy and that of our family and friends.
* Be patient when doing repeated tasks.
* Have good general health.
* Be reliable and trustworthy.
* Be a good timekeeper.
* Be able to work in different settings.
* Be able to work as part of a team.
* Be flexible.
* Be able to respond appropriately in an emergency.
* Be a driver and have a clean licence (preferred). Motability vehicle may be available to use depending on applicant or some mileage allowance if using own vehicle.

You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.