Job Description

**Job Title**: personal assistant

**Location**: Kingston Park, Newcastle

**Hours**: 3 hours per week (school holidays only)

**Rate of Pay**: £13.50 per hour

*About the role*:

We are looking for a personal assistant to support out beautiful 5-year-old daughter, Maryam. We are looking for someone who can work alongside us as an extra pair of hands when we are out on social outings to allow us to be able to take all three of our children and keep them all safe.

*About Maryam*:

Maryam is a beautiful 5-year-old young girl, who lives at home with her parents and two sisters who are 8 and 10. Maryam loves to visit quiet environments which can include the park, swimming at the Alan Sheerer Centre and generally being outdoors. At home she enjoys activities such as painting, reading books, playing with her teddies, water play and playing with playdough.

Maryam is autistic as well as having sensory disorder and PICCA. She is also nonverbal. She has no safety awareness so you will need to have awareness of her surroundings and always keep her safe while she is enjoying the activities she loves. You will also need to be aware of Maryam putting things in her mouth and prevent this where possible. Maryam can become dysregulated which can cause behaviours such as hitting, screaming and general frustration. She can also sometimes cause physical harm to herself by hitting herself. This can all be managed by guidance from her parents.

*Key responsibilities*:

* To support her parents both in and out the home to keep Maryam safe and allow her parents to spend time with all the children together.
* To support Maryam in activities she enjoys such as swimming, painting, and reading.
* Prompt Maryam to use the bathroom as she can have accidents.
* Change Maryam when requested by her parents.
* Prepare food and snacks for Maryam
* Always be aware of Maryam’s safety by risk assessing the area to keep her safe.
* Support Maryam when she is dysregulated to help calm her using strategies guided by her parents.
* Light cleaning duties to clear away food Maryam may smear

*Person specific*:

To be our daughter’s Personal assistant you must:

* Be a calm and understanding person who can deal with difficult situations in a supportive way to both Maryam and her family.
* Have awareness of autism and working with children with autism.
* Have good fitness levels to keep up with Maryam’s pace and the activities she enjoys.
* Confidence in the water as Maryam enjoys swimming.
* Understand confidentiality as you will be within a family home during work hours.
* Be an alert person as Maryam can be quick moving but also has PICCA so can put things in her mouth that can be dangerous.
* Have a positive fun attitude, to support Maryam to enjoy the activities.

*Training*:

There is no formal qualifications required for this position, but training and guidance will be given by her parents for strategies that best suit Maryam’s needs.