**JOB DESCRIPTION**

**JOB TITLE: SOCIAL & DOMESTIC PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, domestic assistance and companionship, to a lovely lady with mobility issues.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will patiently and compassionately provide a range of social assistance, domestic duties, some personal care and companionship.

**HOURS OF WORK:**

15 hours per week, hours to be arranged with client and will include

weekend work.

**BASE:**

Client’s home where she lives in Newcastle Upon Tyne.

**REPORTING TO:**

Client and main support.

**RESPONSIBILITIES:**

* Provide high quality support and companionship.
* Carry out light domestic duties including laundry and assistance in home care.
* Assist and accompany client in their chosen activities or appointments including shopping trips.
* Provide support with meal preparation.
* Administer prescribed oral medication ONLY when required and under instruction.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in and enjoy social and recreational activities. This will require transporting the client via car to their chosen destinations if a car driver or accessing public transport.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client, other members of his support team and others involved in his daily activities.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* Apply confidentiality in all aspects of this role.
* Respect and accept family values, beliefs and cultural values.
* Preserve dignity and support the client in maintaining as much independence as possible.
* Establish a close working relationship on a one-to-one basis and discuss and resolve any problems as they arise with the client and his support network.
* Be open in communication.
* Respect and take care with the client’s home, possessions, and equipment.
* Smoking is not permitted at any time whilst on duty – this includes when out on social excursions or in a car if you are a car driver.
* Alcohol and other mind-altering substances are prohibited before and during any shift.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client’s parent if you are going to be late or absent.
* Personal mobile phones should only be used in emergency situations when on duty.
* The client’s needs may vary daily and over time, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Previous experience of working with individuals who require high levels of support on an individual basis. * Experience of working in a household setting. * Able to demonstrate good understanding of the need to apply and follow safe working practices. * Excellent communication and observational skills. * Reliable work record. * Car driver with clean driving licence (preferred but not essential). Ability to plan and execute public transport access. * Satisfactory enhanced DBS check. * Must have a good level of fitness.   **Please Note – full training will be given to support successful candidates to provide the specific care required for the client as well as ongoing updates.** |
| **Personal Requirements** | * Caring and compassionate. * Patient, motivated and enthusiastic. * Good sense of humour. * Sound common sense. * Willingness to always act in the client’s best interests. * Punctual and reliable. * Resilience. * Able to work effectively both as an individual using own initiative and collaboratively with client and their support network. |

This post is exempt under the Equality Act 2010 schedule 9 paragraphs 1 – 4.

**At the time of starting their employment, the successful candidate must have permission to work in the U.K.**