## Job description

Job title: Personal Assistant

Location: Newcastle upon Tyne (NE15)

# Hours of work:

4 hours once per fortnight on a Saturday or Sunday

# Rate of pay:

£12.00 per hour.

# Job purpose:

To assist with a variety of tasks which will enable 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 Jack and I am 15 years old. I’m looking for a Personal Assistant to support me to get out and about more independently. I like to have a good laugh and tell jokes, so anyone working with me will ideally share a similar sense of humour.

When I’m not at school, I spend quite a lot of my time in my bedroom gaming. I also enjoy going to different gaming arcades in the city centre, and this is something I’d like to do more often. In addition to gaming, I like to go swimming and to the cinema and I’m currently a fan of Star Wars and Alien vs Predator.

I have a diagnosis of Autism and ADHD, so I can at times be quite overwhelmed by crowded environments, which often means I prefer to be at home. I am also diabetic (type 1), but I have a good awareness of this and can usually manage this well.

My preference would be for a male personal assistant as I think this would suit my needs better currently. We will predominantly spend time together socially, so someone who shares similar interests to me will be beneficial.

# Main duties:

* To provide me with positive encouragement to be more socially independent.
* To support me to go out and about to places of my choice.
* Recognise and support me in situations where I may be feeling overwhelmed.
* Be able to identify when I may need to manage my diabetes and provide the necessary support with this.
* Build a relationship with the rest of my family.
* Enabling independence in the community with appropriate support.
* To ensure activities of choice can be accessed regularly and any barriers are removed.
* Develop a trusting relationship overtime to ensure positive outcomes.
* To help develop social skills and understand boundaries.
* To support and where necessary join in with social activities.
* To aid the development of friendships and other positive relationships.
* To be able to offer emotional support at appropriate times.
* Ensure safety at all times.
* Encourage trying new things and broadening horizons.
* Be a positive influence.
* Encourage social interactions and engagement in the community.

These duties may vary from day-to-day.

# Type of person that they are looking for:

An outgoing and positive thinking individual with experience of people with autism and ADHD. An ideal PA will share similar interests socially and be able to blend into the social environment. Being a driver with own vehicle to enable community activities is beneficial.

# Skills, qualifications and experience

**Essential**:

* Strong communication skills.
* Able to swim.
* To be a positive influence
* A good communicator
* Good at building relationships
* Reliable and committed.
* Good sense of humour
* Positive outlook in all situations
* Punctual
* Friendly
* Trustworthy

**Preferred**:

* A driver with own vehicle, clean licence and appropriate insurance.
* An awareness of how to manage diabetes.
* Experience working with young people with Autism and ADHD.

In relation to the management of diabetes, training will be provided with Personal Assistants expected to attend.