## **Job description and person specification**

**Job Title:** Personal Assistant

**Reporting to:** Direct payment employer

**Hours**: 10 hours per week initially may be possible to extend subject to funding and negotiation with successful candidate.

**Rates of Pay:** £13.00 per hour

**Area:** Morpeth, Northumberland – relocating from North Tyneside near Benton Metro Station

# Job purpose:

A person centred warm and kind outlook to support D. A gentleman with complex care needs.

To enable D to remain happy in his family home, D will need support around my home helping complete daily tasks.You willprovide support with all aspects of my personal care.

D would like support to be delivered by someone who is patient and calm and demonstrates empathy and good support skills.

# Main duties:

* Engaging in meaningful activities, including with the use of music and the arts.
* Personal care.
* General domestic duties.

**Type of person that I am looking for:**

* **Values**: honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, positive, understands equality and diversity.
* **Specific requirements**: experience with complex care needs

**Essential**:

* Excellent communicator.
* Willingness to complete further training.
* Compassionate.
* A good listener.
* A car driver with a valid driving licence.
* Ability to assist with any aspect of the transition / relocation process from North Tyneside to Morpeth, Northumberland required.

**Useful:**

* Experience with supporting people with autism, deafness and blindness and multi-sensory impairment an advantage.
* Camphill (Rudolf Steiner) / intentional community / care village experience beneficial.