## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: North Kenton

# Hours of work:

# 4 hours per week term time

# 7 hours per week school holidays

# Rate of pay: £13.50 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 employer:

Karl has Foetal Alcohol Syndrome, Cerebral Palsy and has Global Developmental Delay. With his PA, Karl would like to go to the cinema, the park and previously he went to his PAs house.

Karl has no sense of danger or awareness of strangers and always requires supervision for his safety. He also needs to link arms with his PA due to this. Karl needs prompting and support with things like putting his coat and shoes on. You will need to use your car to take Karl to activities of his choice, mileage will be paid. You may also need to give Karl medication whilst you are supporting him.

# Main duties:

**Social duties**

* Support to do hobbies such as the cinema or the park.
* Supervision at all times
* Support with social skills to ensure that he does not go off with anyone or ask strangers for things.
* Support to manage money and pay for activities.
* Support with activities in the house.
* Administer medications.
* Communicating with Karl with Makaton and simple frequent instructions
* Always Keeping hold of Karl whilst outside
* Supporting Karl to regulate his emotions by offering distractions.

**Personal care**

* Prompting and support with putting on coat and shoes
* Needs support to go to the toilet, prompting supervision from outside the cubicle.

**Domestic duties**

* Preparing and serving nutritious meals and snacks.
* These duties may vary from day-to-day.