

## Job Description and Person Specification

**Job title:** Female Personal Assistant (PA)

**Reporting to:** Direct Payment Employer

**Location:** Gosforth, NE3

**Hours of work:** 15-20 hours per week during school holidays (flexibility)

**Rate of pay:** £14.00 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 employer:

My daughter is a kind and gentle girl who loves animals, especially cats. She loves going to cat cafés, zoos and anything animal related. She is a confident swimmer and loves to go to the pool to swim, going to the trampoline park or to the cinema to watch the movies. At home she likes jigsaws, puzzles, watching movies and baking. She also enjoys arts and crafts activities led by someone else.

My daughter has autism, selective mutism, sensory processing disorder and night-time epilepsy. We are looking for someone who has the time and patience to get to know her and build up a relationship with her. She is very shy with strangers and may not talk to at all to begin with. Once she has warmed to them, she will speak. She enjoys routine but is happy to try new activities as long as she has notice. If she has had a seizure overnight then in the morning she will be slow and groggy and would need to do something in the house to rest and recover. She needs instructions breaking down and repeating. She requires prompting with all daily living tasks such as dressing and eat. Needs support to dress and undress for swimming. Sometimes put a spoon or fork in her mouth to get a taste to get her going then encouragement to complete her meal. She likes sensory lights and loves rebound therapy and trampolining.

She dislikes loud sounds such as alarms and sirens. She is quite specific with texture of foods e.g. likes hard and crunchy foods.

### Main duties:

#### Social duties

- Keep in touch and socialise with friends
- Do hobbies such as swimming, trampolining

- Attend social events such as cinema, cat cafe

### **Personal care**

- Support with dressing if swimming

Prompting with routines including toileting routine. Prompting with eating including bringing a fork to her mouth so she can taste the food and get started.

Supervision at all times

Adhere to specific dietary requirements, vegetarian, pescetarian including eating halal food.

**Domestic duties**, Support with baking at home and serving nutritious meals and snacks

These duties may vary from day-to-day.

### **Type of person that you/they are looking for:**

- **Values** honest, reliable, ability to build good relationships based on trust and respect, able to work alone, positive,
- **Specific requirements**, experience of working with children with additional needs is a must. To be able to drive and have a car.
- **Other**: for example, due to the nature of this role including medical/personal care the potential employer will be considering female/ applicants only.

**What you can expect to receive:** Full training will be given

### **Skills, qualifications and experience –**

#### **Essential:**

- Driving licence is a must
- Car and appropriate insurance
- Confidentiality
- Good at building relationships.
- Working with SEN children
- Active and Sporty

**Preferred:** list the desirable skills, qualifications and experience that you would like your personal assistant to have, for example:

- A good listener and communicator
- Patient and tolerant
- Kind and caring