**Job title:** Personal assistant (PA)

**Reporting to:** Direct Payment Employer

**Location:** Lemington

**Hours of work:** 21 hours per week

Normally 3 shifts 10:00 to 17:00 (can differ for early/late activities).

**Must have full driving license** (do not need a car but has to be able to drive Alex's car).

**Rate of pay:** £13.60

**Job Purpose.**

Working as part of a team providing good support for a young man who has autism.

Enabling him to maximise his potential for independence within his home and his community with appropriate support.

Creating an environment where he is safe, happy, and stimulated.

To ensure his relationships with family and friends are valued and supported.

**About me.**

Alex lives in his own place with support from a team of PAs who provide high quality support to meet his needs.

Alex loves to get out into the country and big open spaces, he enjoys being active and attending dance classes, swimming, and the gym.

Within his home Alex does a lot of arts and crafts and is a fantastic Lego builder.

Routine and structure are extremely important in Alex’s life, and this is essential to support him with his behaviour.

You will work alongside another PA.

**Communication.**

* Alex has limited verbal communication; he will communicate with gestures and sounds.
* Visual prompts are important in working with Alex and picking up on his cues and any changes within his behaviour.
* A timetable is followed within Alex’s daily routine

**Personal Care.**

* Prompting is required around personal care and sequencing of tasks
* Prompt and supervise to take medication

**Key Responsibilities.**

* Encourage Alex to develop his life skills in relation to domestic tasks, social activities and forming and keeping appropriate relationships.
* Ensure Alex’s safety at all times, Alex has limited awareness of danger.
* Follow Alex’s timetable and structure
* Carry out a range of household tasks including cleaning, cooking, washing, minor maintenance, ensuring that high standards of hygiene and cleanliness are maintained at all times.
* To participate in assessments and the preparation of person-centred plans. Implementing plans and attending reviews where required.
* Ensuring records are kept up to date and completing paperwork
* Promoting personal autonomy ensuring that support is in line with opinions of the family.
* Record and inform of any changes observed in physical health or behaviour. Assisting with any actions necessary where changes require medical attention.
* Liaise with family and professionals involved in supporting him.
* Carry out house administration duties as required.
* Participate positively in staff activities and duties including staff/house meetings and reviews.
* Act calmly and professionally at all times.

**Training.**

There are no formal qualifications needed to do this job. For the most part of the tasks and assistance involved can be learned through the personal assistant, Alex and I working together. We are the people best qualified to know what his needs are and how they are best met

**Values.**

* You will be committed to person centred support
* You will ensure Alex’s needs and wellbeing are the focus of support provided

**Person Specification.**

To be Alex’s Personal Assistant you should:

* Have experience of working with disabled children or adults, particularly adults with a diagnosis of autism and who require support around behaviour
* Have a positive attitude towards disability
* Be willing to work under our direction
* Not smoke or drink alcohol when working with Alex
* Be able to meet the physical requirements of the role
* Be a driver and have a clean driving licence (essential)
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss our household and domestic circumstances with others without specific permission
* Keep information gained in the course of your employment confidential
* Be able to accept responsibility and work on your own initiative
* Respect Alex’s privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least a basic level of reading, writing and number skills.

You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction