**Personal Assistant**

**Job description**

**Hours:**

**Location: Newcastle**

**Rate of pay:**

I am looking for a kind and caring individual to support my 12-year-old daughter.

My daughter loves activities such as swimming, parks and animals, she especially loves horses.

Your role would be to facilitate new activities and always keep my daughter safe.

My daughter is nonverbal, as you get to know her you will be able to communicate more effectively.

**Main Duties**

As my daughters and the family's needs will vary it is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any reasonable Personal Assistance tasks, we request e.g., accompanying the family on outings. You will be required to carry out the following tasks on a flexible basis:

# **Personal Assistance**

 Preparing simple snacks and drinks and support with eating

# **Social Assistance**

* Supporting with fun and stimulating activities inside and outside of the home.
* Spending time playing with and talking to my daughter.
* Supervising to ensure my daughter is safe and generally responding to my daughter’s needs.

**Person Specification**

To be my daughter’s personal assistant you should:

* Have experience of working with disabled children or adults.
* Have a positive attitude towards disability
* Be willing to work under my direction
* Be able to work flexibly to meet needs
* Be a non-smoker
* Not drink alcohol when working for me
* Have good general health
* Be a driver and have a clean driving licence (preferred)
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss my household and domestic circumstances with others, other than with my specific permission
* Keep information gained in the course of your employment confidential
* Be able to respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Respect our privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least basic 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.