## Job description

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

**Location:** Newcastle upon Tyne (NE1)

# Hours of work:

12 hours per week. 2 hours each morning, Monday to Friday. Additional 2 hours to be used flexibly.

# Rate of pay:

£14.25 per hour.

# Job purpose:

To assist with a variety of tasks which will assist the employer who needs care and support to live their personal and social life according to their wishes and interests.

# About the employer:

I’m Mat. I’m 42. I’m looking for an individual to support me with tasks domestically and to ensure I continue to self-care. I also need assistance with administrative tasks and creating a routine.

I am a former English teacher, now trying to work as a freelance writer. I’m also a DJ and a music fan. My musical interests include punk, drum and bass, and techno as well as many other genres. I enjoy going to gigs and gaming. I also enjoy stand-up comedy, plays, books, writing and alternative culture.

I have a diagnosis for autism spectrum disorder and I'm currently waiting to be assessed for ADHD; it seems likely this will be a comorbid diagnosis. I also have chronic depression, anxiety and complex PTSD symptoms. Chronic misophonia, executive dysfunction, anxiety and low mood are just a few specific examples.

I treat these conditions with medical cannabis which I administer myself as and when required. I use a vaporizer to do this. This is legal for me. Cannabis is my medicine. If you aren’t comfortable with this, I can’t employ you. I can provide some general information about medical cannabis if necessary.

I would like some support with administrative tasks as this can become overwhelming, particularly when making calls. I also need somebody to help me establish a routine of self-care and to generally help me to recover from a period of extreme burnout. Ultimately, I see this role starting as a fairly “traditional” care or support role but evolving into something that may look more like an administrative role as I continue to improve and recover.

I am prone to meltdowns and won’t respond well to raised voices or commands. I can be intense and talk very quickly when overstimulated; I can be withdrawn and struggle to focus when under stimulated. My intention is to build up to working as a freelance writer again, but I feel I need some support to do this. I don’t need personal care in the traditional sense but can benefit from prompting and techniques like body doubling. (Doing tasks with another person.)

I would class myself as high functioning. I am a 42 year old adult man and can present as somebody who isn’t visibly disabled. I have friends and a social life which includes DJing in clubs, going to gigs and spending time with friends and family. I am also trying to enjoy all of my other interests as much as possible.

Most people who meet me don’t realise I’m disabled.

This is all very new to me, so some of the duties may change. This is a dynamic disability, which means it can change all the time.

# Main duties

**Social duties**:

* Supporting me with keeping to my schedule, including reminding me about appointments.
* Attend appointments with me when required.
* Assist me in situations when I’m unsure what to do.
* Make phone calls on my behalf.
* Undertake form filling on my behalf.
* Help develop a routine and structure to my day.
* Oversee the undertaking of tasks and where needed, point me in the right direction.
* Provide positive prompts without being patronising.
* Calm me down during periods of anxiety.
* Help me stay focused on tasks when dysregulated.
* Help me to prepare for social functions on occasion.

**Domestic duties**:

* Support me with batch cooking, so I get a good nutritional intake daily.
* Support me doing a weekly shop including creating a shopping list.
* Prompt me to keep on top of my household tasks, when needed.
* Help with basic DIY and organisation.

**Personal care:**

* Prompt me to maintain good personal hygiene, including showering.
* Support me to avoid self-neglect.
* Remind me to exercise.

These duties may vary from day-to-day.

# Type of person that you are looking for:

An ideal PA will be calm and fastidious, with a positive outlook and a ‘can do’ attitude. Having shared interests would be beneficial, and I am particularly keen to be supported by someone who has a minimum C or above in English GCSE, as being able to communicate well is important to me. Context matters and I am also hyperlexic. My preference is for a male PA, but female applicants are still welcomed. I am child free by choice, atheist and not spiritual.

Previous experience supporting individuals with high functioning Autism ADHD and similar conditions is preferred.

Ideally you will have an understanding of medical cannabis, or at least a willingness to learn.

**Skills, qualifications and experience**

**Essential**:

* Understanding
* Attentive
* Observant
* Good listener
* Calm speaking voice
* Ability to make sense and be specific
* Good physical health
* Respect my privacy
* Reliable
* Positive outlook
* Good at building relationships
* Flexible
* GCSE C or above (or equivalent) in English
* Native English speaker and able to understand slang and context
* Be friendly and approachable
* Problem solver
* Ability to follow instructions
* Experience working with individuals with Autism, ADHD, mental health problems and challenging behaviour

**Preferred**:

* A car owner, with clean licence and appropriate insurance