**JOB DESCRIPTION OC/NCL**

**JOB TITLE: PERSONAL ASSISTANT/CARER**

**JOB ROLE:**

To provide high quality support, care, companionship, personal and domestic care to a young child with complexed health needs. Oakley has a diagnosis of:

* Apert Syndrome
* Craniosynostosis – Oakley has metal work in place and future surgery is planned at Alder Hey Hospital, Liverpool.
* Four limb syndactyly –Oakley is scheduled for hand surgery
* Cleft palate of hard and soft palate
* Absent septum pellucidum
* Presumed cow's milk protein allergy
* Gastroesophageal reflux
* Gastrostomy in place
* Nasal stent in place

Following a sleep study Oakley showed oxygen desaturation and pauses in breathing,

Oakley requires BIPAP overnight and for daytime naps***.  (Pressure controlled ventilation in a system allowing unrestricted spontaneous breathing at any moment of the ventilatory cycle.)***

Oakley has a nasal stent in place which must be replaced immediately if it blocks or dislodges. Oakley is encouraged to feed orally with a weaning diet but due to his cleft palate, frequently regurgitates his food out through his stent, suction must be provided immediately to maintain the patency of the stent and his airway when this occurs. Oakley currently does not take enough feed orally, so a proportion is administered enterally either by pump or gravity.

Oakley desaturates when he is unwell or asleep so is always attached to a pulse oximeter. Oakley's eye lids do not fully shut so this is the only way to know if Oakley is in a deep sleep. Oakley must be attached immediately to BIPAP when he is asleep to prevent desaturations and maintain his respiratory function. Two people are required to attach Oakley to BIPAP due to his metal work on his head.

Oakley has global developmental delay and has a physiotherapy programme which must be followed to promote his development.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will sensitively and compassionately provide a range of assistance, care and companionship including domestic activities.

**HOURS OF WORK:**

24 hours per week: 2 days per week 7:30am - 7:30pm (Fri & Sun)

**BASE:**

Client’s home where he lives with his mum and siblings in Killingworth, Newcastle Upon Tyne.

**REPORTING TO:**

Client’s parents

**RESPONSIBILITIES:**

* Provide high quality care, support, and companionship.
* Administer prescribed oral medication if required and on instruction from client’s parents. After medical training.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in outings or to attend any booked appointments that may occur. This will require transporting the client and their specialist equipment into transportation.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client and other members of their family/support team and others involved in their daily activities.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* Preserve dignity and support the client in maintaining as much independence as possible.
* Establish a close working relationship on a one-to-one basis and discuss and resolve any problems as they arise with the client’s parents and medical team.
* Be open in communication.
* Respect and take care with the client’s home, possessions, and equipment, including their specialist equipment and car.
* Smoking is not permitted at any time whilst on duty – this includes when driving the client’s car – whether the client is in the car or not.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client if you are going to be late or absent.
* Personal mobile phones should only be used in emergency situations when on duty.
* The client’s needs may vary daily and over time, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Experience of working with medical complexed needs.
* Previous experience of working with young families who require high levels of support on an individual basis and within a family unit.
* Previous experience of working in a family orientated environment.
* Able to demonstrate good understanding of the need to apply and follow safe working practices.
* Excellent communication and observational skills.
* Ability to document necessary charts.
* Reliable work record.
* Car driver with clean driving license (Preferred).
* Full clean driving license essential.
* Satisfactory enhanced DBS check.
* Experience of working in a multi complex needs environment.
* Able to push and control client’s specialist equipment, when out or attending appointments.
* Ability to take instruction and follow advice and guidance from client’s parents and medical teams.

**Please Note – full training will be given to support successful candidates to provide the specific care required for the client as well as ongoing updates.** |
| **Personal Requirements** | * Caring and compassionate.
* Patient, motivated and enthusiastic.
* Good sense of humour.
* Sound common sense.
* Willingness to always act in the client’s best interests.
* Punctual and reliable.
* Able to work effectively both as an individual using own initiative and collaboratively as part of a small team.
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This post is exempt under the Equality Act 2010 schedule 9 paragraphs 1 – 4.

**At the time of starting their employment, the successful candidate must have permission to work in the U.K.**