## Job description

Job title: Personal assistant (PA)

Location: Newcastle upon Tyne (NE5 area)

# Hours of work:

5 hours – Term Time

10 hours – School holidays

Hours will mainly take place on evenings and weekends.

Flexibility is essential.

# Rate of pay:

£13.30 per hour.

# Job purpose:

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

# About the employer:

A PA is required for a pleasant, friendly 20 year old young man with a diagnosis of Autism and anxiety.

He would very much like to have a meaningful and rewarding social life and to be able to participate in the activities he enjoys doing.   
He is an active young man who enjoys exercise and would therefore wish to appoint a PA who also enjoys being active and doing physical/ sporting activities such as climbing wall, bowling, exercise (ie gym) indoor golf and bowling. Other firm favourites also include watching and playing football (big fan of Newcastle United), listening to music, video games and trips to the cinema, eating out (particularly pizza) and Costa Coffee.

A PA with their own vehicle, licence and appropriate insurance would be desirable, to ensure maximum enjoyment could be had during working hours. His parents would like an honest, trustworthy and reliable PA. Time will be spent learning from family members about how best to support the individual.

# Main duties:

**Social duties**

* To enable social activities to be undertaken as agreed by family members.
* To always supervise and ensure their safety at all times.
* Be aware of situations/environments that may cause distress and actively mitigate this.
* Promote independence in situations that safely allow this. E.g. paying for a bus fare/coffee.
* Always be contactable by family members.
* Return home at agreed times and if running late, immediately inform family members.
* Any changes to planned activities require discussion with family members before doing so.
* Identify activities to suggest to family members for trips out.
* Strict supervision should be given when near waterways and under no circumstances should these be entered into or onto.
* Encourage but not pressure to try new things.

**Personal care**

* Ensure they are kept on task as situations like going to the toilet and handwashing can be prolonged if not prompted.
* Ensure safety when going to the toilet.
* Be aware of allergy to Penicillin and avoid appropriately.
* Be aware of allergy to products that contain orange including food colouring and avoid appropriately.

Confidentiality must be respected at all times and private family matters should not be shared with others.

These duties may vary from day-to-day.

# Type of person that they are looking for:

Ideal PAs will be active and enthusiastic about sports. You’ll have a clean driving licence with your own vehicle to get out and about. Having experience or at the very least an awareness of Autism and how to deal with different behaviours is pivotal. Most importantly a successful PA will have an ability to forge a relationship to maximise enjoyment when doing activities.

# Skills, qualifications and experience

**Essential**:

* Patient
* Kind & caring
* Easy going
* Strong communicator
* Good time keeping
* Reliable
* Empathetic
* Flexible
* Understanding
* Good at building relationships
* Positive outlook
* Sport enthusiast
* A driver with clean licence, own vehicle and appropriate insurance.
* An understanding of Autism.
* An understanding of Anxiety and associated triggers.

**Preferred**:

* Experience in mitigating situations that can cause distress to others.
* Love dogs
* Experience supporting individuals with Autism.
* Ability to support people with behaviours which challenge.
* Experience working in the social care sector.

Where it is required, such as Health and Safety matters, practical training and guidance will be arranged, and the Personal Assistant will be expected to attend.