## Job Description and Person Specification

Job title: Personal assistant (PA)

Reporting to: Direct Payment Employer

Location: Location: Newbiggin Hall, Newcastle (NE5)

# Hours of work: Term time 7 hours a week – School Holidays 10 hours a week.

# Rate of pay: £12 – £15 per hour depending on qualifications and experience.

# Job purpose:

To assist with a variety of tasks which will enable our son to live his personal and social life according to his wishes and interests.

# About the employer:

We’re looking for a personal assistant (PA) for our son Matthew Jativa-Calle (14 years old). His PA would be responsible to take him out in the community where he can have fun and socialise – he particularly enjoys walking around the Metrocentre and visiting Fun Shack Softplay.

Matthew is not a great talker but can use his body language to communicate with you. He is from a bilingual background (Spanish and English) so enjoys learning the meaning of everyday sentences, for example if you ask *“Matthew in English: Good Morning… and in Spanish?”* he’ll reply *“Buenos Dias”* straight back to you. So, if you’re particularly interested in learning / speaking Spanish you have definitely found the right person.

Matthew is a happy and loving boy, easy-going and able to follow your instructions when you manage to connect with him. He is strong and active, although he can “zone out” / lie down on the floor as too much information can cause him stress, anxiety, and possibly physical pain (sensory overload). Matthew’s favourite activities include: dancing, trampolining, swimming and visiting parks and playgrounds.

Matthew loves reading almost anything that is in front of him, so this is a great opportunity to interact and build good rapport with him. When going outdoors Matthew can walk on his own, however he needs supervision at all times as he might not be fully aware of the risks around him - he does not understand about social rules and may invade other peoples’ personal space.

Matthew was diagnosed with ASC when he was 2 years old so he has been attending Thomas Bewick, an Autism Specialist school from a very young age. Matthew can eat and drink independently but he requires support with his personal care (e.g. toileting, prompting to eat/drink slowly). He is an excellent eater with no food allergies. Fish / chicken & chips, sausages and ice cream are top on his list.

Despite his learning difficulties, Matthew is making a great progress towards his personal goals. We’re particularly focused on his independence and want to explore more about his natural talents (for example in music and with numbers), to boost his self-confidence and bring out the best in him.

Matthew’s PA should be a patient, compassionate and empowered carer. Applying a person-centred approach, you’ll allow Matthew time to process his information and provide support when immersed in repetition or stimming behaviours.

A driving licence would be ideal but not essential as Matthew enjoys trips on the local buses.

# Main duties:

**Social duties**

* Keep in touch and socialise with family and friends
* Support to go swimming
* Support to do activities such as music and horse riding
* Do hobbies such as dog walking, yoga or playing a sport
* Attend soft play, trampolining, playgrounds
* Support at family social events
* Supervision at all times
* Support with money (paying for activities)
* Prepare him in advance for getting off the bus
* Explain to him what is going to happen next
* Hold his hand all the time when you are outside especially next to a road
* Doing activities in the home such as dancing and piano

**Personal care**

* Prompting with dressing
* Ensuring he is dressed tidy and presentable
* Supervision and prompting with toileting
* Making sure he has his toy with him when he goes out
* Administering medication for allergies if necessary
* Prompting to slow down when eating
* Supervision at all times to prevent him from eating other people’s food or off the floor
* These duties may vary from day-to-day

# Type of person that you/they are looking for

* **Values** We are looking for someone who is positive and can be calm and patient. We need someone who is reliable, who can build a good relationship with the whole family. Someone who chatty and able to talk to him
* **Specific requirements** Someone who is able to swim
* **Other** Someone who can speak Spanish would be very useful

# What you can expect to receive

# Full training will be given for the role

# Skills, qualifications and experience

**Essential**

* Able to swim
* Confidentiality
* Good at building relationships good communicator
* Experience of working with people/children with disabilities
* Strong and physically fit to be able to keep up with his active life

**Preferred**

* Driving licence
* Car and appropriate insurance
* Able to speak Spanish would be useful but not essential