## Job description and person specification

Job title: Personal assistant (PA)

Location: Newcastle upon Tyne (NE7)

# Hours of work:

3.5 hours per week.

# Rate of pay:

£14.20 per hour.

# Job purpose:

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

# About the child requiring support:

A Personal Assistant is required to support our son Nikhit, who is a 15-year-old happy young man. Nikhit is a typical teenager, who wants to have independence from his parents and will look to convince you that he is always right with his way of thinking.

Nikhit has a great interest in cars and technology, and particularly likes trying out new devices. Nikhit enjoys days out going to the coast as well as the cinema and gaming centres. A driver with their own vehicle to help get out and about will be beneficial.

Nikhit uses a wheelchair at all times due to his condition, Muscular Dystrophy. Nikhit is very keen to keep his independence so will look to propel his wheelchair himself and will want to feel supported rather than cared for in social situations.

# Main duties

# Social duties:

* Take Nikhit to agreed activities/places.
* Be willing to suggest places to visit but these must be approved by Mum or Dad before going.
* Leave and return home at agreed times and if necessary, immediately inform Mum or Dad, if returning home late.
* Be vigilant at all times to ensure Nikhit’s safety.
* Always be contactable by Mum and Dad when out and about with Nikhit.
* Check in with Mum and/or Dad whilst out with Nikhit.
* Ensure Nikhit’s safety when travelling in car.

**Personal care:**

* Support Nikhit to access the toilet when required.
* Nikhit currently manages his personal care himself but checking he doesn’t need assistance will be required.

These duties may vary from day-to-day.

# Type of person that you are looking for:

An ideal PA will support Nikhit to enhance his social interactions and to get out and about to place he enjoys as well as encourage him to try out new things. Whilst a driver would be beneficial, this is not essential as public transport can be used. We would like a PA to forge a relationship with Nikhit so he is comfortable and can enjoy his time away from his parents.

# Skills, qualifications and experience

**Essential**:

* Patient
* Kind & caring
* Open minded
* Strong communicator
* Good time keeping
* Reliable
* Flexible
* Honest
* Understanding
* Good at building relationships
* Positive outlook

**Preferred**:

* Similar shared interests.
* Experience working in the social care sector.
* Driver with clean driving licence, own vehicle and appropriate insurance

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.