**Job Description**

**Job title​​:** Personal Assistant

**Hours:** 5 hours per week – School holidays only

**Rate of pay:** £12.00 per hour.

**Location**​:​ NE6, Newcastle Upon Tyne​.

**Purpose of Job**

I am looking to employ a Personal Assistant to work with my 11 year-old daughter. She is a friendly girl who is very active and loves being outside. she likes to play on the trampoline, go to the park, she loves swimming, and visiting soft play and activity centres like Tim Lamb centre.

She loves animals such as dogs and horses, and she likes to play with her barbie dolls.

My daughter enjoys activities inside like drawing/colouring in.

She has learning and communication difficulties, therefore requires constant supervision whilst out and about in the community and in the home.

The main part of this role is to support and supervise my daughter when she wants to access the local community, as well as social interaction at home.

It is important to keep her focussed and engaged as much as possible to avoid any distress, which can be triggered in many ways.

Experience of working with children with disabilities would be preferred.

A very important part of your role will be to ensure my daughter is continuously stimulated with fun activities to keep her engaged, to prevent any presenting behaviours.

My daughter likes to be around happy enthusiastic people so you should be confident and outgoing. As the Personal Assistant you will work under my direction to meet my daughter’s needs.

**Main Duties**

As my daughter’s and family’s needs will vary it is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any reasonable Personal Assistance task’s we request e.g. accompanying on outings.

You will be required to carry out the following tasks on a flexible basis:

**Personal Assistance**

• Supervising while at the toilet.

• Supervising whilst eating.

• Emotional support.

**Social Assistance**

• Supporting in fun and stimulating activities inside and outside of the home.

• Support accessing social activities and social/community events.

• Supervising to ensure she is safe and generally responding to her needs.

• Driving licence is necessary.

**Training**

There are no formal qualifications needed to do this job. However, we would prefer someone who has experience working with children with disabilities. The tasks and types of assistance involved can be learned through the Personal Assistant working with us.

**Person Specification**

To be my daughter’s Personal Assistant you should:

• Have some experience of working with children with disabilities.

• Have a positive attitude towards disability.

• Be willing to work under my direction.

• Be able to work flexibly to meet my daughter’s needs.

• Not drink alcohol when working for me.

• Not smoke when working for me.

• Have good general health.

• Be reliable and trustworthy.

• Be a good timekeeper.

• Be able to work at short notice.

• Be able to work in different settings.

• Not discuss our household and domestic circumstances with others, other than with my specific permission.

• Keep information gained in the course of your employment confidential.

• Be able to respond appropriately in an emergency.

• Be able to accept responsibility and work on your own initiative.

• Respect my daughter’s privacy and that of our family and friends.

• Be patient when doing repeated tasks.

• Have at least basic reading, writing and numeracy skills.

You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.