**Job Description**

**Job title** Personal Assistant

**Hours** Flexible hours weekends and school holidays

**Rates of pay** £12.00 per hour

**Location** Heaton

**Purpose of Job**

I am looking to employ a Personal Assistant to work with my 12-year-old son. He is a happy boy who has learning disabilities and is non-verbal. He is the youngest of the family and lives with me, his Mum in Heaton.

The main part of this role is to support with going out and about and taking my son to some of his favourite places like the park or the beach. At home you will engage in sensory play as well as social interaction. Due to the nature of the role, we would prefer a car driver with their own car, however this isn’t essential.

My son requires constant care and supervision. He uses a wheelchair but has recently started to walk on his tip toes. A very important part of your role will be to ensure his safety at all times.

Once you get to know our son you will get to understand his way of communicating and when he is happy or unhappy. He needs supervision whilst eating but can feed himself. He does still wear nappies so some cleaning and changing will be involved.

As the Personal Assistant you will work mainly alongside me and under my direction to meet my son’s needs. Previous experience of working with children is preferable, particularly children with Epilepsy, but I am happy to consider applicants who do not have prior experience. Someone with CPR training would be advantageous.

We are looking for somebody who is enthusiastic and pro-active in their work, reliable, punctual and prepared for some flexibility in their working hours. You must also be able to respect our privacy and have an understanding of the need for confidentiality in all areas of your work.

The Personal Assistant must be able to handle all aspects of the role. Some physical skills will occasionally be required e.g. Transferring to and from his wheelchair. Good general health is important. We consider patience and enthusiasm to be essential attributes for this job.

**Main Duties**

As my sons and the 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 tasks, we request e.g. accompanying the family on outings. You will be required to carry out the following tasks on a flexible basis:

**Personal Assistance**

* My son wears nappies so you will be required to change these when needed.
* Support with toilet training.
* Helping with washing and changing clothes if necessary.
* Assistance to communicate
* Be aware of what to do when he has a seizure (full training will be given)

**Social Assistance**

* Supporting in fun and stimulating activities inside and outside of the home.
* Assistance with taking part in meaningful play.
* Spending time playing with and engaging with my son.
* Supervising to ensure he is safe and generally responding to his needs.

**Training**

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

**Person Specification**

To be my son’s Personal Assistant you should:

* Have some experience of working with disabled children or adults. Particularly children with Epilepsy
* Have a positive attitude towards disability
* Be willing to work under our direction
* Be able to work flexibly to meet my son’s needs
* Be a non-smoker
* Not drink alcohol when working for me
* Have good general health
* Be a driver and have a clean driving license (preferred but not essential)
* 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 son’s privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least basic reading, writing and number skills

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