**Job Description**

**Job Title** Support Worker

**Hours** 6 hours per fortnight in School Term Time

 8 hours per fortnight in School Holidays

**Rate of Pay** £15 per hour

**Location** Newcastle

**Purpose of Job**

My son is a happy 13-year-old who loves slapstick humour. He really enjoys being outside just about anywhere if there are interesting things for him to see and he is on the move.

He likes going to Newcastle to look at the shops and to watch the street musicians just as much as going out to the coast or going to parks, National Trust properties, museums, and places like Beamish.

Other activities that he enjoys are going to the Alan Shearer centre, especially the hydro pool as he loves swimming and trampolining. He is always happy to try new things and broaden his interests. My son also enjoys eating out, his favourite place is Kentucky fried chicken for popcorn chicken and coleslaw. He also likes to travel on metros and buses.

Your role will be to support him to do the things that he enjoys either out in the community or in the home. This may be working alongside me and us both taking him out or you are supporting him by yourself.

When he’s at home he loves books and really enjoys listening to stories, he also loves music and watching his favourite programs on T.V (not for too long though!) and messy play.

My son needs help with all aspects of daily living. He mainly communicates using Pecs’s symbols and Makaton signs to tell you what he wants and needs. He can use some words and can understand things being said to him if it is put to him in a very direct and simple way

My son is really working hard to improve his walking and his mobility, but he can still only walk short distances as he tires very easily so he uses a wheelchair/Buggy the rest of the time. This means that his Personal Assistant needs to be physically fit as the role involves pushing my sons’ wheelchair as well as a lot of walking and taking part in activities such as swimming. The role will also involve physically supporting my son with moving between his wheelchair and other seating.

My son will let you know that he is tired and wants to go home, once he does this he will need to be taken home immediately or he will become distressed.

My son also requires assistance with all aspects of his Personal Care. When out of the home, this can involve changing his nappy on the floor of disabled toilets and this is not something he enjoys and does not always want to cooperate with the process so it can be quite a physical process.

As my sons Personal Assistant, you will work under my direction to meet his needs and will be accountable to me in all aspects of your work. You must be reliable, be able to use your initiative and be able to work flexible hours. You must also be able to respect our privacy and understand the need for confidentiality in all areas of your work. You will also work alongside me until both you and I are confident you are able to work independently with me son.

**Main Duties**

The main duties of the job are outlined below. However, because my son’s needs vary on a day-to-day basis, it is extremely important that your approach to work is flexible. You will be expected to carry out any other reasonable personal assistance tasks that I request.

# Personal Assistance

* Prepare meals, snacks and drinks for my son whilst supporting him in the home. You may also need to make a packed lunch if you are taking him out. My son has a dairy free diet and is allergic to peanuts and walnuts (they give him hives).
* My son needs some support when he eats, you will need to load his spoon, but he will do the rest.
* He can drink independently with a straw but need supervised as he can throw the cup.
* Due to my sons’ condition, he always feels hungry, so eating is a very important part of his day. For him to stay healthy he needs to eat to a schedule and can become frustrated when he wants to eat but it’s not time for him to. This can result in a ‘paddy’, I will give you advice and support around how to manage this.
* Supporting my son around toileting as he still uses nappies. He will not indicate if he needs to be changed so you will need to monitor this and change him as necessary. He doesn’t enjoy this being done to him so doesn’t always co-operate
* There may be times if you are supporting him in the home you will need to support him to get up, washed (and teeth brushed) and dressed for the day or support him to get ready for bed (into pyjamas, washed and teeth brushed).

# Social Assistance

* Assisting my son to take part in the activities he enjoys either with me or on your own.
* If you are out with my son and for any reason change where you are taking him, please let me know that you are doing this.

###### Other Needs

* There may be times when my son needs to be supported in the home. Sometimes you may be alone with him in the home other times I may be present.
* If you are supporting my son in the home, please respect that this is my time to get on with the other things I need to do and that I may leave you alone with him in the house. If I am present, then I am on hand for emergencies only.
* If supporting my son in the house, please support him to tidy as he goes and please leave the area that you have used in the state that you found it in.

Training

There are no formal qualifications needed to do this job. For the most part the tasks and assistance involved can be learned through the personal assistant and myself working together.

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

**Person Specification**

To be my sons Personal Assistant you should:

* Have some experience of working with disabled children or adults. Particularly children with Autistic Spectrum Disorder.
* Have a positive attitude to disability.
* Have a positive attitude towards social inclusion.
* Be willing to work under my direction.
* Be willing to go swimming with my son
* Be able to remain with my son at all times during a shift.
* Have good communication skills.
* You must not smoke when working.
* Not drink alcohol when working for me.
* Be confidential in your work and understand the importance of this.
* Respect my son’s privacy and that of our family and friends.
* Be patient when doing repeated tasks.
* Have good general health.
* Be reliable and trustworthy.
* Be a good time keeper.
* Be able to work at short notice.
* Be able to work in different settings.
* Be able to accept responsibility and work on your own initiative.
* Be flexible.
* Be clean and tidy to my specification
* Be able to respond appropriately in an emergency.
* 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 my direction.