**JOB DESCRIPTION**

**JOB TITLE: FEMALE SOCIAL PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support and companionship, to a young girl with Autism.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will patiently and compassionately provide a range of social assistance, some personal care, and companionship.

**HOURS OF WORK:**

Hours to be arranged with client’s parent and will include weekend work.

3 hours per week term time, 7 hours per week school holidays.

**BASE:**

Client’s home where they live, Fenham, Newcastle Upon Tyne.

**REPORTING TO:**

Client’s parents.

**RESPONSIBILITIES:**

* Provide high quality support, personal care where necessary and companionship.
* Assist and accompany client in their chosen activities including swimming, parks, and indoor play centres.
* Administer prescribed oral medication if required and ONLY under parental instruction.
* Take full responsibility for the client’s wellbeing and safeguarding whilst in your care.
* Safely escort and enable the client to engage in and enjoy social and recreational activities. This will require transporting the client via car (or public transport if required) to their chosen destinations.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client’s parent, other members of their support team and others involved in his daily activities.
* Undergo relevant training as required.

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* Respect the family’s faith, culture, choices and values.
* Preserve dignity and support the client in maintaining as much independence as possible.
* Establish a close working relationship on a one-to-one basis and discuss and resolve any problems as they arise with the client’s parents.
* Be open in communication.
* Respect and take care with the client’s home, possessions, and equipment.
* Smoking and the use of substances like to cause mind altering effects is not permitted at any time whilst on duty – this includes when out on social excursions or in the car.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client’s parent if you are going to be late or absent.
* Personal mobile phones should only be used in emergency situations when on duty.
* The client’s needs may vary daily and over time, therefore duties and tasks could alter accordingly and will be reviewed and amended periodically after discussion with the post holder.

**PERSON SPECIFICATION**

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| **Professional Requirements** | * Previous experience of working with young people who require high levels of support on an individual basis.
* Previous experience working with people with complexed learning difficulties and/or autism.
* Able to demonstrate good understanding of the need to apply and follow safe working practices.
* Excellent communication and observational skills.
* Reliable work record.
* Car driver with clean driving licence (Essential). Proof of Business Insurance required if using own car.
* Satisfactory enhanced DBS checks
* Patience and understanding and ability to effectively communicate with individual.
* Non Smoker required due to allergies.

**Please Note – full training will be given to support successful candidates to provide the specific care required for the client as well as ongoing updates.** |
| **Personal Requirements** | * Caring and compassionate.
* Patient, motivated and enthusiastic.
* Good sense of humour.
* Sound common sense.
* Willingness to always act in the client’s best interests.
* Punctual and reliable.
* Able to work effectively both as an individual using own initiative and collaboratively with client’s parent/support network.
* Good level of physical fitness.
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This post is exempt under the Equality Act 2010 schedule 9 paragraphs 1 – 4.

**At the time of starting their employment, the successful candidate must have permission to work in the U.K.**