**JOB DESCRIPTION**

**JOB TITLE: PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, companionship, and social assistance to a young boy with ASD/ADHD/PDA

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will sensitively and compassionately provide a range of accompaniment , support and companionship.

**HOURS OF WORK:**

4.5 hours per week including weekends (hours to be arranged)

**BASE:**

Client’s home where they live in Newcastle Upon Tyne.

**REPORTING TO:**

Client’s parents.

**RESPONSIBILITIES:**

* Provide high quality support and companionship.
* 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.
* Maintain own and others health, safety, and security, including applying safe infection prevention and control measures.
* Always maintain confidentiality.
* Communicate effectively with the client, client’s parents, and others involved in the client’s care.
* Undergo relevant training as required.
* Administer prescribed oral medication **ONLY** if required and authorised by child’s parents prior. (Medical intervention only)

**REQUIREMENTS OF THE POST:**

* Respect privacy and maintain a constant professional approach.
* 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 is not permitted at any time whilst on duty – this includes when driving whether the client is in the car or not if a driver.
* Alcohol or mind-altering substances are prohibited before or during shifts.
* 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 children who require high levels of support on an individual basis. * Experience of working within a SEN setting * 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 (Preferred but not essential). * Satisfactory enhanced DBS check and references.   **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. * Resilient and able to deliver boundaries effectively and kindly. * Able to work effectively both as an individual using own initiative and collaboratively as part of a small team. * Good level of fitness. |

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.**