**DETAILED JOB DESCRIPTION**

**Daily Support**;

Carrying out morning care routine

Full support with personal care

Support with choosing daily clothing

Ensuring a smart and clean appearance of Alex throughout the day

Seizure management

Support with transport and driving

Support with daily activities at home and in the community

Support with communication devices

Support with physio exercises

Support with swimming

Support and encourage choice making

Involvement with creating activity plans

Follow behaviour support plan

Giving medication

Completing MAR sheets

Daily note keeping

Support with shopping for food and clothing

Financial record keeping for personal spending

Cooking and preparing healthy meals

Follow cleaning rota

Maintaining clean laundry

Participating in clinical appointments

Following risk assessments

Following professional recommendations

Monitoring continence supplies

Monitoring domestic supplies

Support with social contact/friendships

Feeding back regularly with family

An interest in gardening would be useful

**SENIOR PA**

In addition to the PA responsibilities;

Ordering continence supplies

Monitoring MAR sheets

Monitoring medication supplies

Ordering medication as required

Reporting condition of equipment and any issues

Maintaining appointment diary

Reporting/monitoring staff issues

monitoring and reporting staff performance

Updating risk assessments as needed

Providing weekly updates

Ensuring professional recommendations are followed

Carrying out weekly non-mechanical vehicle checks and recording vehicle mileage

Ensuring weekly time sheets are completed

Create and monitor cleaning rota

Ensuring daily notes and records are accurately kept

Communicating with professionals/medical personnel and liaising with family as required

Ensuring proper procedures are followed regarding health and safety

**NIGHT STAFF**

Carrying out evening care routine such as personal care, bathing, teeth brushing.

Preparations for bedtime, such as ensuring bedding is clean and comfortable, clean pyjamas and nighttime comforts such as water or other drinks are available if required.

Follow ‘quiet’ cleaning routine e.g. ironing and cleaning wheelchair