**JOB DESCRIPTION**

**JOB TITLE: PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, companionship, and care to a vulnerable gentleman with historical mental health issues and ADHD, who lives independently within Newcastle Upon Tyne.

**JOB SUMMARY:**

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

**HOURS OF WORK:**

10 hours per week over 3 days, to be discussed on interview, flexibility required.

**BASE:**

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

**REPORTING TO:**

Client and clients support team.

**RESPONSIBILITIES:**

* Provide high quality support and companionship.
* Provide high quality care and assistance in a safe, sensitive, dignified, and respectful manner.
* Administer prescribed medication as required under instruction and after supervised training.
* 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 accompanying the client in accessing public transport to their required 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 and client’s main care givers, other members of their support team and others involved in their daily activities.
* Undergo relevant training as required.

**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 and main care givers.
* 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 applicable.
* Alcohol or any other mind-altering substances is prohibited whilst on duty or before a shift.
* Maintain time sheets etc keeping them complete and up to date.
* Arrive for work at the agreed time and telephone the client’s main care giver 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 adults who require high levels of support on an individual basis. * Experience of working within the Mental Health Care Sector. * Some experience of working with ADHD. * Previous experience working with people who require full support and assistance where necessary. * Able to demonstrate good understanding of the need to apply and follow safe working practices. * Excellent communication and observational skills. * Reliable work record. * Satisfactory enhanced DBS checks and references. * Able to complete relevant training. * Able to demonstrate patience and kindness. * Ability to record and manage written work.   **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. * Resilience. * Punctual and reliable. * Able to work effectively both as an individual using own initiative and collaboratively as part of a small team. |

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.**