**Job Description:** Personal Assistant (PA)

**Location:** Fenham, Newcastle Upon Tyne

**Hours:** 2.5 hours per week (term time)

10 hours per week (school holidays)

**Rate:** £14 per hour

**About the Role**:

We are seeking a reliable, fun and friendly Personal Assistant to support Joseph, a friendly and loving 15-year-old young man with autism, in his social outings and development. The role involves accompanying Joseph on various outings to help him develop social skills, while ensuring his safety and well-being during the activities. This position will allow Arlene, his mother, to balance her time between her two children, Olivia and Joseph, and provide Joseph with the support he needs.

**About Joseph:**

Joseph is an almost 15-year-old young man who enjoys social outings, particularly to places like zoos, farms, museums, and trampoline parks. He also loves food, especially KFC, and enjoys spending his downtime on his iPad watching YouTube. Joseph communicates well verbally but on his own terms. Joseph requires clear and concise communication, as he has delayed processing, so patience and understanding are key as he may take a little while to respond. He loves to make lists, so you’ll often find him carrying a pen and notebook on his outings. While Joseph can sometimes stim vocally and physically, he enjoys being in public spaces and benefits from someone who can encourage him to engage socially while being mindful of his unique needs.

**Key Responsibilities:**

**Accompany Joseph on Social Outings:** Take Joseph to places like zoos, farms, museums, trampoline parks, and more. Support him in enjoying these activities while encouraging social interaction.

**Assist with Public Transport:** Support Joseph in using public transport or car rides during outings, ensuring his safety and comfort throughout.

**Encourage Social Skill Development**: Encourage Joseph to interact with others in social settings while fostering a positive, patient, and understanding environment.

**Maintain Awareness of Safety:** Always be vigilant of Joseph’s safety, including while crossing roads, using public bathrooms, and interacting with others in public spaces.

**Assist with Meals and Snacks:** Support Joseph in choosing and enjoying meals, snacks, and drinks when out and about, especially during his favourite visits to KFC or other food spots.

**Promote Independence and Confidence:** Help Joseph feel comfortable in social situations and encourage his independence by allowing him to navigate the world with guidance and reassurance.

**Key Attributes Required:**

**Patience and Kindness:** compassion and patients is essential to support Joseph’s social development and unique needs.

**Reliability:** You should be dependable, consistent, and able to adapt to changes in schedules or activities as required.

**Respect for Privacy and Boundaries:** Respect for Joseph’s privacy, space, and boundaries is crucial. He may see female figures as motherly, so the ability to set appropriate boundaries in a respectful way is important.

**Flexibility:** The role requires some flexibility with working hours to accommodate different social outings or activities.

**Awareness of Autism (Preferred but Not Essential):** Knowledge or awareness of autism is beneficial, as Joseph’s stimming may sometimes draw attention in public. However, this is not a requirement for the role.

**What We Are Looking For:**

We are seeking someone who will support Joseph with empathy, patience, and positivity. A good sense of humour and a love for working with young people are essential! If you have a genuine interest in supporting Joseph’s development while having fun during outings, we would love to hear from you.