**Job Description**

**Location** Elswick

**Hours** Mon-Wed-Friday 4pm-6pm,

2 hours on a Saturday and Sunday school holidays but is willing to be flexible with this.

**Rate of pay** - £13.50 per hour

**About me.**

Our 13 year old son would love a kind and caring Personal Assistant.

He loves cars, car journeys and hot chocolate !

He spends time with gadgets and is a avid technology user.

**The role.**

Personal assistant role to support a young boy with ASD and learning difficulties.

The role will cover both the term time and school holidays, this can be discussed further in more detail.

Applicant will need to build rapport in the first instance and must be willing to support the child’s specific interests.

**Main Duties**

As my and my family's needs will vary it is important that the Personal Assistant is flexible about what the work involves and agrees to undertake any reasonable Personal Assistance tasks.

# **Personal Assistance**

* prompting of dangers
* Support with activities that are fun and engaging.
* Support with behaviours associated with ASD
* Support with distraction techniques

**Person Specification**

To be my personal assistant you should:

* Have experience of working with disabled children. Particularly adults with ASD/Learning Difficulties.
* Have a positive attitude towards disability
* Be willing to work under our direction
* Be able to work flexibly to meet my needs
* Be a non-smoker
* Not drink alcohol when working for me
* Have good general health
* Be a driver and have a clean driving licence (preferred)
* Be reliable and trustworthy
* Be a good timekeeper
* Be able to work at short notice
* Be able to work in different settings
* Not discuss our household and domestic circumstances with others, other than with my specific permission
* Keep information gained in the course of your employment confidential
* Be able to respond appropriately in an emergency
* Be able to accept responsibility and work on your own initiative
* Respect my privacy and that of our family and friends
* Be patient when doing repeated tasks
* Have at least basic reading, writing and number skills
* You do not need any formal qualifications, but you must be willing to learn how to do the job under my direction.