**JOB DESCRIPTION**

**JOB TITLE: FEMALE SOCIAL PERSONAL ASSISTANT**

**JOB ROLE:**

To provide high quality support, personal care and companionship, to a young girl with Global Developmental delay and mobility issues.

**JOB SUMMARY:**

To act as a highly professional, proactive, and safe carer and companion who will patiently and compassionately provide a range of social assistance, personal care and companionship.

**HOURS OF WORK:**

Hours to be arranged with client’s parent and will include weekend work.

 3 hours per week – weekends only.

**BASE:**

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

**REPORTING TO:**

Client’s parent.

**RESPONSIBILITIES:**

* Provide high quality support and companionship.
* Assist and accompany client in their chosen activities.
* Administer prescribed oral medication if required and under parental instruction only (emergency needs only)
* 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 transporting the client public transport to their chosen 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’s parent, other members of their support team and others involved in her daily activities.
* Undergo relevant training if/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’s parents.
* Be open in communication.
* Respect the family’s cultural and religious beliefs.
* 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 out on social excursions.
* Alcohol or any other mind-altering substances are prohibited before or during any shift undertaking.
* 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**

|  |  |
| --- | --- |
| **Professional Requirements** | * Previous experience of working with young children who require high levels of support on an individual basis.
* Previous experience working with individuals with Global Developmental Delay.
* Able to demonstrate good understanding of the need to apply and follow safe working practices.
* Excellent communication and observational skills.
* Reliable work record.
* Ability to safely utilise public transport.
* Satisfactory enhanced DBS check.
* Must have a good level of fitness and be aware of Manual Handling Techniques.

**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.
* Able to work effectively both as an individual using own initiative and collaboratively with client’s parent/support network.
 |

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.**