

JOB DESCRIPTION and PERSON SPECIFICATION PERSONAL ASSISTANT

Job Description

This is an exciting opportunity to join a family run provision and contribute to the ongoing development and delivery of a unique and personalised provision of support, to a bright and very capable young woman (29), who has autism and areas of complex needs.

She has a good sense of humour and she likes to be independent; making decisions about herself and her days. She finds great satisfaction and worth from having a varied and stimulating assortment of activities, a sense of purpose and achievement. Interested in many things, she is very creative and has a talent for art; particularly enjoying to draw, and to make models, and has exhibited nationally and internationally. She also likes to create music and videos; enjoys going out - shopping, restaurants, cinema, swimming, horse-riding, funfairs, zoos, aquariums, museums, or simply having fish 'n' chips on the beach! She can be a lovely companion.

You will need to enjoy the freedom of supporting her on different programmes of activity and be committed to developing her independence and skills. You will be alert and able to assess dangers and 'triggers' personal to her and her environment and be able to anticipate these and keep her safe. You will also be interested in learning how to support her in all areas of her life whilst enabling her to maintain appropriate excitement and emotional expression. She needs security and intelligent support to remain safe, well and emotionally stable. You should be able to share her interests and to challenge her gently with new experiences through a genuine interest in her and her life. You will need to be helpful to her and observant to subtle changes in her demeanour that may signal confusion, distress, anxiety or fear. You will be respectful of her and her family and friends and exercise discretion with the knowledge accumulated through supporting her.

Good observational skills are vital for this post as well as strong written and spoken communication skills.

This post requires commitment and a willingness to become a friend and ally to her in her life. It is work, that when done well and in good spirit, will be very rewarding. You must be able to work as part of a team yet possess the confidence to be able to work alone; to ensure her wellbeing and to enable her to live as freely as possible.

Main duties:

- Supporting her to remain safe, well and emotionally stable.
- Maintaining and contributing to the delivery and development of her programme of provision, her timetable of activities and her independence and life skills
- Assisting her at home and in the community; and during activities that she is engaged in
- Assistance with daily living tasks and activities, including gym and swimming.
- Assistance to prepare and cook food and meals

- Assisting her on different forms of public transport
- Assistance getting to meetings/appointments, social events, activities and providing discreet support whilst there
- Driving (mileage paid from place of work)
- Contributing to planning meetings about her life and provision
- Maintaining records of her activities and life goals
- On occasions, employees may be required to perform other reasonable tasks appropriate to this type of employment

Hours of work:

This is a part-time post of 10 hours initially with the possibility to increase. Hours are organised across 4-week rota patterns and are structured according to need, ideally 6 hours on a Tuesday or Thursday to support farm activities, and 4 hours on a Monday or Wednesday supporting exercise, e.g. gym, walking, swimming. In the longer term some weekend, evening and overnight work may be required. Flexibility around working hours may be possible for the right candidate.

Place of work:

Eastbourne (3 miles from town centre). Travel away from the normal place of work will regularly be required.

Rate of Pay:

£15 per hour dependent upon experience, completion of the probationary period and the achieved standard required.

Holiday entitlement:

5.6 weeks per year, pro rata. There may be restrictions on the time when holiday can be taken.

Probationary Period:

This post is subject to a probationary period of 6 months with full progress reviews undertaken at 3 months and 6 months.

Person Specification

Essential requirements:

- Honest and trustworthy
- Reliable and responsible
- Patience
- Observant and responsive
- Physically fit and capable
- Energetic and quick witted
- Able to use, well-judged initiative
- Sense of humour
- Good written and spoken communication skills
- Able to work responsibly with colleagues, managers of the provision and other professionals
- Able to work flexibly with her in the family home and out in the community

- Commitment to your own and her personal development
- Willingness to learn and undertake further training
- Able to respect privacy and confidentiality and maintain discretion at all times
- Flexible approach to working hours and structures
- Good computer and IT skills
- Cooking and domestic skills
- Full driving licence, competent and confident driver, and access to a car
- Competent at swimming
- No allergies to animals
- Able to work around animals, especially pigs and chickens
- Non-smoker whilst at work

Desirable requirements:

- Previous personal assistant experience (particularly with individuals who have autism, complex needs and behaviours that challenge)
- Experienced in Positive Behaviour Support, Person Centred Active Support and Total Communication
- DBS Certificate
- PRICE training experience
- First Aid Certificate
- GCSE, further and higher qualifications
- Similar leisure interests
- 'Business Class One' car insurance cover
- Able to work increased hours at times throughout the year to cover emergencies, staff holidays and/or sickness