

Employer ref: YJMO/246

Job Description and Person Specification

**Job Title:** Female Personal Assistant

**Job Purpose:**

You will be responsible for supporting a brother and sister with Downs Syndrome who live in their own home in Acomb, York. You will provide personal care including assistance to shower and dress, supporting with all aspects of daily living. This is a post ideal for someone looking for a long term, permanent position and having some flexibility to cover additional shifts when other team members are on leave would be an advantage.

**Accountable to:**

Your employer is the sibling's father and there is a family member who will provide supervision and day to day line management.

**Overall Purpose of the role:**

To support the individuals to maintain their independence. Supporting with the general tasks around the home and preparing meals.

**Required Qualifications/Experience:**

- A qualified driver with access to a car for work purposes.
  - Must have experience of supporting individuals with Learning Disabilities or extensive work in a caring role.
  - Have a genuine interest in working within a caring environment.
  - Must be self-motivated and well organised.
  - Be able to communicate effectively at all levels.
  - An excellent team player.
- An independent worker, able to use initiative and self-manage time and tasks.

**Training and Development:**

There is the opportunity for accessing training in areas relevant to your role.

**Tasks:**

- **Personal care, assisting to shower**
- **Meal preparation**
- **Changing bedding**
- **Setting out clothes for the next day**
- **Social activities**

This list is not exhaustive.

**Salary:** £12.36 per hour and £66.95 per sleep in.

**Hours of work:**

Various shifts are available. They are a combination of day hours and sleep ins. A sleep in is 10pm – 8am.

<b>Day</b>	<b>Working start and end times</b>	<b>Hours</b>
Sat	8.45am to 5.00pm	8.25 hours
Sun	8.45am to 5.00pm	8.25 hours
Sat	2pm to Sun 8.45am	10.25 hours & 1 sleep in

**Qualities:**

Communication - As far as possible resolve any questions regarding the task prior to beginning work. Arrive at the agreed time ready to work. Give notification if you are going to be more than ten minutes late.

It is important to establish a close working relationship when working on a one-to-one basis. If any problems arise it is important to discuss and resolve them as soon as possible. Be as open in your communication as possible.

Confidentiality - As a Personal Assistant you should respect the privacy of the person you are working with. Many problems can arise from casual conversation about the help and assistance you might give. Try to maintain a professional approach at all times.

Attitude - As a Personal assistant you should appreciate the strains and stresses involved for the employer and the effect that this can have on the acceptance of help. Understand that the preservation of dignity and independence is important to the person you support and their family.

Learning the tasks involved - It is your responsibility to attend the training sessions provided and ensure your skill and competence to undertake the duties are upheld.

**Person Specification/Qualities of the Personal Assistant**

As a Personal Assistant you should feel confident to ask what your employer's needs are, always listen to their requests and to interpret them correctly.

Personal Assistants should be able to handle the physical skills of lifting, handling, pushing and bending. The personal assistant does not have to be a strong person physically to do the job well. However, general good health is important.

**You should be:**

Warm, approachable and professional

Able to communicate well with others, and understand how your communication must change in different circumstances;

Calm and well organised;

Open minded;

Reliable and trustworthy;

Able to accept responsibility;

Able to work on own and work with initiative as the occasion arises;

Willing to learn the job well;