

Job Description – DE674

PLEASE NOTE – WHEN COMPLETING THE APPLICATION FORM IT IS ESSENTIAL THAT THE REFERENCE NUMBER IS INCLUDED ON THE FORM. IF THE REFERENCE NUMBER IS NOT COMPLETED, THE APPLICATION WILL BE REJECTED.

A lively and enthusiastic person is needed to support a young lady with dyspraxia and learning difficulties – Ashbourne area.

It is essential for you to be a car driver with a clean license and be willing to transport the employer in your own car. It is essential that your car insurance includes cover for use for business.

The hours will vary as the employer attends college – 6 hours per week in term time (38 weeks term time) and 30 hours per week in college holidays (14 weeks college holidays). Because more support is needed during college holidays, there is an expectation that you will take your annual leave during term time.

You will need to be able to work flexibly as start and finish times will vary according to the employer's needs.

No actual physical personal care is needed, but you will need to prompt to ensure that appropriate clothing is worn, that a coat is needed / not needed etc., that clothes are the right way round etc.

The employer has no road safety awareness, so you will need to be pro-active about ensuring that the employer stays safe whilst out of the home.

£8.50 per hour.

Duties will include:

- Taking the employer out and assisting with food shopping.
- Taking the employer to a number of venues including church, cinema, bowling, swimming, gym, horse riding, etc. Providing whatever reassurance and support is needed to enable them employer to take a full and active part in the activity.
- Co-ordinating activities with the employer's friends, making arrangements to meet, and then assisting the employer to get there.

- Assisting the employer to use the computer to enable social networking using facebook etc.
- Accompanying and assisting the employer when she undertakes work experience during college holidays, providing re-assurance, prompts / reminders and any other support needed.
- Supervising daily living tasks such as ironing, cleaning, food preparation etc. providing support and assistance as needed.

General Information

The P.A. should understand their role in facilitating the self-defined needs of the person. They should always ask what the persons needs are and listen to the requests and directions given.

P.A's should (where appropriate) be able to handle the physical skills of lifting, pushing and bending. One does not have to be a strong person physically to do the job. However, general good health is important

Personal Qualities.

A personal assistant must be:

- Trustworthy
- Reliable and Responsible
- Discrete and respect the importance of confidentiality
- Conscientious
- Responsive to instructions
- Capable of taking a back seat
- Sensitive and observant enough to know when their assistance is needed
- Flexible and adaptable
- Lively and outgoing
- Patient and tolerant of other's difficulties.

Personal Assistants Responsibilities

- Arrive at the scheduled time, ready to work. Notify if you are going to be arriving late when possible, give advanced notice of holiday leave and whenever possible sick leave. Punctuality and reliability are essential.
- If problems or queries arise, it is important to discuss and resolve them immediately with the individual, when working on a one to one basis, it is important to be as open in your communication as possible.
- Since you will have access to confidential information concerning all aspects of the person's life, it is important that you respect the privacy of the person you are working with. Try to be discrete and professional at all times.
- Respect the lifestyle, routine and opinions of the person with whom you work. Do not interfere or impose your own judgments and opinions unless

requested to do so. Remember, your job is to enable the person to lead an independent lifestyle of their choosing.

- You are not employed as a companion.
- Assistants should respect the possessions and home of the individual; your 'workplace' is their home. Use of the telephone, heating etc is at the individual's prerogative.

Learning the Job

The disabled person is the person best qualified to know what their needs are and how they can be best assisted. The best way to learn the tasks involved is by listening to the disabled persons requests and asking for guidance when necessary. Most difficulties can be resolved by the personal assistant and disabled person working together.

PLEASE NOTE:

Derbyshire Coalition for Inclusive Living will NOT be your employer – you will be employed by an individual disabled person. DCIL acts as an agent to distribute application forms on behalf of disabled people, but has no part in selection or short listing of applicants. DCIL is unable to answer questions about when or how applicants will be selected or when interviews will be held.