

Job Description – DE853

This post will require you to work as a personal assistant to a young man in his early twenties with learning difficulties living in the Pinxton area of Derbyshire. The vacancy is for up to 12 hours per week and you will be required to provide support to help increase his independence with daily living tasks and enable him to access social activities in his local area and further afield.

The employer can be flexible on the specific days and times required, but it is expected that you will be required to work the hours over 2 days per week (6 hours on each day) and this will be mainly during the day. However, you may be required to work occasional evenings depending on the particular activity the young man wishes to engage in.

Enhanced CRB required.

£8.50 per hour - all hours worked paid at flat rate, no enhancement for weekends or bank holidays.

Car driver with clean license essential – you will need to be able to transport the young man in your car when needed, and you will need to have suitable insurance for business use. Petrol costs for journeys to and from any social activities attended will be reimbursed by the employer.

Duties will include:

- Prompt with personal care
- Provide motivation and encouragement with daily tasks such as using the washing machine
- Provide support with meal preparation
- Provide support and companionship to go out locally and afield – shopping, cinema, and bowling

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.