

## Job Description – DE904

**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.**

This post will require you to work as a Personal Assistant to a disabled child with epilepsy and behavioral problems living in the Ripley area. The vacancy is for 3 hours per week, mostly on a Wednesday from 4:00pm to 7:00 pm but this may vary on occasions. Flexibility is essential as the child's health needs are variable.

£8.00 per hour – All hours worked paid at flat rate, no enhancement for weekends or bank holidays.

First aid experience (such as basic resuscitation) is essential, however full training in epilepsy will be provided.

Experience of working with children is desirable, but this could be in an informal setting.

An enhanced CRB check will be required.

Duties will include:

- Ensuring the safety and well-being of the child
- Administering medication
- Personal care
- Playing with the child
- Supervision of meal time

### **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 with a good sense of humour
- Patient and tolerant of other's difficulties.
- Able to recognise the boundaries of the role and to remain within these

## **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 and with his carers, 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.
- 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 best way to learn the tasks involved is by listening to the child's parent's requests, asking for guidance when necessary. Most difficulties can be resolved by the personal assistant and the employer 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.**