

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**BS/07/20/UL**

### Hours

4 hours per week worked during school term and 8 hrs per week worked during school holidays; preferably one evening a week but days and times can be discussed at interview

### Rate

£8.72 per hour

### Area

Daventry (NN11 Area)

## About the employer

The employer is a family looking to employ preferably a male PA (not essential) to help a 15-year-old boy with down syndrome access his independence and enjoy time out. A personal assistant is sought to assist him to explore & expand his leisure opportunities & activities and to spend some quality time away from his parents and to access activities locally in the community to develop his independent skills.

## Main Duties

- To prompt with personal care and to help with it when needed.
- To assist the employer's son with having time out in the community under the supervision of an adult and working towards developing his interaction and independent skills.
- Accompanying on local trips and outings, ranging from walks in the park to any new activities he would like to explore.
- Any other task which the employer may reasonably ask you to do which falls within the scope of the job as a Personal Assistant.

## Additional employment information

The successful applicant will be able to provide some support with communication at times; the employer's son uses mainly verbal communication but may use Makaton signs to help if he is not understood.

The family is looking for someone friendly who is able to give empathetic support, while respecting the employer's independence but also able to take instruction.

A can-do attitude and aptitude to assist the employer's son with his interests are needed with a willingness to help him explore new activities, joining in when appropriate.

Must be flexible, trustworthy and active with a good sense of humour.

Preferably with a full, clean driving licence and owner of a car.

Please note this role is subject to satisfactory disclosure from DBS checks.

Please note you will be directly employed by the person (or their representative) that you will be assisting. Northamptonshire County council is **not** the employer.