

Job description

Job details

Position

Personal Assistant

Job reference:

KG12/17/JH

Hours

10 hours per week. Worked flexibly to provide consistent support. Saturday and Sunday most weeks though over 2 weekdays once a month. Will be discussed at interview.

Rate

£9.50

Area

Desborough, Northamptonshire (NN14 Area)

About the employer

A caring and patient person is needed to support a 12 year old disabled girl, K, with accessing leisure opportunities at the weekend. Also to provide support at her home giving her grandmother respite from her fulltime caring role.

K is vulnerable and unaware of 'stranger danger'.

Supervision with regard to safeguarding K is a priority.

Main Duties

- This will include supervision to ensure her safety at all times and support with some personal care as needed.
- Provide support in K's home to give her grandmother respite.
- This will include supervising K with play activities, making a tea-time meal and support with tidying and light housekeeping tasks as time and supervising of K, which takes precedence, allows.
- Support K with going out and enjoying her leisure time with involvement and stimulation.

- Recording in a diary the activities engaged in with K and her enjoyment/progress with these as well as any incidents and concerns that occur during work sessions. This is done at the end of each session in a diary kept by the employer. This may include a debrief and discussion with the employer.
- Any other task that may be reasonably requested.

Additional employment information

The person appointed should be cheerful, responsible, and happy to provide caring support while supervising & ensuring K's safety at all times.

Experience is essential as well as empathy and a kind, patient nature. K can have stubborn, challenging behaviour at times.

A car driver with full driving licence is essential.

This position is subject to an enhanced DBS check the cost is met by the employer.

Please note you will be directly employed by the person (or their representative) that you will be assisting. The Council is not the employer.

