

# Job description

## Job details

### Position

**Personal Assistant**

### Job reference:

**OD11/08JH**

### Hours

**Monday:** 8.30 am to 12.30 pm  
5.30 pm to 10.30 pm  
**Tuesday:** 8.30 am to 10.30pm

Also, other sessions as below that are variable on a casual basis as required.

**NB: A regular position with contracted hours can be offered to a suitable applicant after successful completion of a probationary period.**

### Rate

**£9.50** per hour for hourly paid sessions.

**£213.84** per day (24 hours including attentive 'waking night') worked in 1 day or more usually 2-day sessions, mainly at weekends.

### Area

Wellingborough

### About the employer

The employer is an autistic young man with learning difficulties living at home with his mother.

He has been supported by a small team of PAs and now has need for extra support with both hourly paid sessions and weekend respite support.

### Main Duties

- To enable the employer to participate in the wider community by providing companionship, stimulation, and supervision.

- To provide the same support in his home and elsewhere providing his mother with respite and support from her role as his main carer.
- Assisting the employer to pursue his leisure interests by accompanying him to leisure venues while always ensuring his safety & comfort.
- For these sessions the successful applicant will have a reliable, safe car. Mileage expenses will be paid at 40p per mile for these duties.

**NB. For overnight, weekend sessions it is not essential that the applicant is a car driver.**

- Support with activities that include elements of exercise eg accompanying on walks around the local area
- Assisting with snacks and drinks as prescribed by his mother. The employer has Prader-Willi Syndrome and needs support to manage his relationship with food particularly in the home where duties will include ensuring that the kitchen and pantries are secured after mealtimes.
- Assisting with personal care if needed – this would normally be associated with ensuring that he is dressed appropriately for either inside the house or outdoors.
- Supporting with meal preparation and associated routines including clearing away and washing up.
- Hoovering, cleaning, ironing and other house-keeping tasks to give his mother, who is his full-time carer, respite.
- 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 friendly, able to give empathetic support, while also capable of managing behaviour that is sometimes challenging.

The employer is autistic and is upset by changes to his routine. In particular the occasions when a PA does not attend work at the time(s) agreed he finds very stressful.

For this reason, reliable persons are sought who are punctual and understand the need to give notice in good time if they have cause to cancel their work commitment.

Meal preparation and 'batch cooking' duties offer opportunity for someone with a flair for Asian cooking including Thai recipes to support the employer with management of his nutritional needs by providing attractive meal options.

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

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