**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/LSC/23 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 20hrs per week plus 7-10 overnight shifts (12hr shift) per year to be agreed with employer |
| Location of Work: | Cairneyhill |
| Contract Type: | 2 x Permanent |
| Qualifications Required: | Previous experience of supporting people with disabilities and an awareness of autism |
| Essential Requirements | Clean driving licence |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date:  | 26/07/19 |

**Role**

Two personal assistants required to support a man living with autism in his 40s to continue working and live as independently as possible. He is looking for a non-smoker, someone who likes cats, and is calm and open minded. He enjoys watching sci-fi movies/tv programmes, reading sci-fi books, going to a table top gaming group, gardening, and watching shows about writing.

**Duties and Responsibilities**

* Support to continue working including help to travel to/from work, support during breaks and lunch, and support when working at home to keep focused
* Reminding to take medication
* Reminding to eat and drink regularly
* Help to stay focused on task at hand and not get distracted or go off on a tangent
* Reassurance if anxious or having a panic attack
* Accompanying to social events
* Support to attend social activities e.g. going to an art gallery occasionally
* Encouragement and support to go on daily walk
* Assistance with shopping
* Assistance to attend Drs and hospital appointments
* Help to keep wall planner up to date
* Support to visit family
* Overnight support including help to follow evening routine, prompting to switch light off, may need to provide reassurance during the night if anxious, and support to go through morning routine.

**Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | A positive and flexible approach to work | ✓ |  |
| E3 | Calm and open minded | ✓ |  |
| E4 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | Experience of working with disabled people. | ✓ |  |
| E7 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E8 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E9 | Understanding of Equal Opportunities | ✓ |  |
| E10 | Clean driving licence | ✓ |  |
| E11 | Ability to provide continuity of care | ✓ |  |
| E12 | An awareness of Autism | ✓ |  |
| D1 | Training in Autism and experience in working with people with Autism |  | ✓ |