

Your Job Description

Job title: Personal Assistant

Outline of role: To provide support and assistance to my child, to enable him/her to achieve maximum personal benefit from their everyday life.

Responsible to: {Insert employer's name here}

Tasks: **Personal tasks** (examples)

1. Help in and out of the bed
2. Help with dressing
3. Help with showering/bathing
4. Help using the toilet or changing pads
5. Help with getting from the bed to the chair

General tasks - on a regular basis, as requested by me (examples):

1. Cooking and preparing meals and/or drinks for my son/daughter
2. Keeping the kitchen clean and tidy after you have used it.
3. Household cleaning and tidying of any areas after you have used them, if necessary (i.e. cleaning the bath/shower/toilet after use)
4. Laundry – washing and drying of any items directly associated with my son/daughter if necessary
5. Changing bedding if soiled whilst you are on duty
6. Maintaining/cleaning my child's wheelchair after use

Social activities - as and when I ask:

Assisting my son/daughter to participate in various social activities, as per my instructions, this may include going to clubs, the cinema, swimming, bowling, going shopping, attending classes, sporting activities, meeting friends, trips to the park etc.

This is not a list of everything that I may ask you to do. I may ask you to do similar sorts of tasks which are not listed above. Provided that my request is reasonable, I expect you to follow my instructions.

Personal Specification

Job Title: Personal Assistant

Criteria	Essential	Desirable	Evidenced?
<u>Relevant Qualifications</u> Lifting and Handling Peg Feeding Makaton	X X	 X	Shown certificate Shown certificate Demonstrated at interview
<u>Experience</u> Proven experience of working with disabled children. Proven experience of working with a child with challenging behaviour			
<u>Skills/Abilities/Knowledge</u> Good communication and interpersonal skills. ASK SUPPORT WORKERS FOR MORE EXAMPLES			
<u>Personal Qualities</u> Commitment to work with and improve the lives of disabled children. Reliability			

<u>Additional Contractual</u> <u>Obligations</u> Full Driving Licence			
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