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| **Job Description** |
| **Job title:**  | **Personal Assistant (PA)** |
| **Reporting to:**  |  |
| **Location:**  |  |
| **Nature of the job role:**  | 1. To assist with a variety of tasks which will support the employer to live an independent personal and social life
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| **Main Duties** |
| Below is an indication of the main duties required for this position the list is not exhaustive and the post holder agrees to undertake any other duties that are appropriate to the job |
| **Personal duties:**  |  |
| **Domestic duties:**  |  |
| **Social Duties:**  |  |
| **Hours of work:**  |  |
| **Rate of Pay:**  | £7.20 p/h |
| **Person Specification****Qualifications and Experience**  |
| **Essential:**  | * Ability to understand and deal with challenging behaviour
* Patient and empathetic nature
* Effective communication skills
* Respect confidentiality.
* Flexible in approach to meet the needs of the client
* Non-smoker
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| **Desirable:**  | * Care qualification or equivalent
* Experience dealing with autistic behaviours
* Experience of working in a caring capacity to good care practice standards. (paid or unpaid).
* Understanding of the needs and rights of people.
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| **Other:** | * Because of the nature of the work involved, this post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemption Order 1975). This means that you are not entitled to withhold information relating to any convictions you may have had.
* This post will require a full enhanced DBS disclosure which the candidate must be able to produce for inspection
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