

Personal Assistant (Client Employment)

Identifying facts	
Job Title	Personal Assistant
Service Sector	Client Employment

Job Description

Please note this role is not employed by Capability Scotland but is hired on behalf of our client.

Providing general support and companionship to Benjamin at home whilst Joseph is taking some respite time.

Simple general household tasks such as heating food, making drinks, carrying things that Benjamin cannot manage in his lap, light cleaning, and housework.

Spending time with Benjamin watching his favourite movies, listening to music, and going for walks.

To support Benjamin on his walks in his wheelchair or electric scooter. If Benjamin is too tired to self-propel then to assist him with his wheelchair, this would be mainly indoors but occasionally outdoors.

Helping Benjamin to:

- Use the bathroom and toilet
- To get in and out of bed
- Move around the house
- Swap shoes
- Change clothes
- And any other tasks if required

Very occasionally Benjamin will ask to meet elsewhere, e.g. at the shops or similar, but this will be agreed in advance if possible.

This list is not exhaustive.

In Case of Emergency

How to recognise Ben's seizures

Ben has been diagnosed with non-epileptic seizures, also known as dissociative seizures or dissociative attacks.

If Ben is having a seizure he will become very still and floppy (as if he has fainted or fallen into a very deep sleep that he cannot be woken from) The only sign of movement that you will see are a flickering of the eyes, occasionally he may appear to mumble something but this does not mean that he is conscious.

The only warning you may get is a few seconds before the event Ben may say he is "feeling weird" if he speaks at all. Other signs that you should look out for are:

- You may notice that Ben looks or suddenly sounds exhausted (as if he has had a sleeping tablet or finished heavy exercise).
- He may appear pale and clammy
- If standing (even on crutches) he will begin to fall over and crumple to the floor. If you have seen or Ben has indicated he is not feeling ok, then please ensure he is in a seated position even if this is on the floor.
- If seated in his wheelchair (ensure that the belt is secure) or upright chair his head will tip forward and his chin will rest on his chest and he will slump forward.
- If in a comfy chair or lying down he will just seem to relax and go into a deep sleep

What to do during the seizure

Firstly, ensure he will not injure himself. This means sitting or lying him down if he is walking or using a belt or holding him still if he is in an upright chair. If his chin tips right forward, it helps to hold his forehead gently and tip his head backwards slightly so he can breathe more easily. There will be a neck pillow in his bag that might help with his head position.

If you can get him into a lying down or reclining position, do so. He is very heavy to lift so **do not attempt to lift him or move him alone**. It is safer for everyone to leave him in a chair e.g. his wheelchair than to attempt to lie him down unless there are 3 people who can team lift, one at each shoulder and a third holding his legs.

If already lying down, nothing needs to be done except to keep him warm and comfortable.

He can experience incontinence when unconscious. If this happens it is important to stay calm. Do not attempt to clean him up or undress him straight away - leave him to come round and cover him with blankets in the meantime to keep him warm and preserve his dignity. A blanket will be in his bag. He will be aware of his incontinence before he can talk so if it has happened, his panic at being incontinent will be the first sign that he is waking up.

Once he is in the safest position you can get him into all you can do is wait. If you are able, at this point you might want to phone Joseph (whose phone number is on Bens medi-tag).

You do NOT need to call 999 - nor should you - unless he has obviously suffered another injury or you found him in an unconscious state and have no idea how long ago it started. Staying in a familiar environment with familiar people is infinitely preferable for Bens recovery.

Recovery Period After Seizure

It can take anything from a couple of minutes to half an hour or more for Ben to recover from the seizure. He could rouse from the seizure and then fall asleep just a minute or so afterwards.

In any event the seizure will exhaust him, and he will need to sleep it off in a warm, comfortable place.

If he is away from home, he is likely to be wearing continence protection. At home he is unlikely to be wearing any. In either case, if he indicates discomfort or you notice incontinence, he will need assistance to clean up, probably but not always by having a shower, especially in cases of double incontinence. He will need help with this.

He will always have with him a well-stocked bag containing a full change of clothes, cleaning wipes, clean incontinence protection, a neck pillow, a blanket, and something sugary to help restore his energy levels afterwards. He will need support if he has to get changed.

He is likely to be very tearful and upset and will have amnesia of all events from as far back as 10 minutes before the seizure started. He might not recall where he is or has been or who he is with and will need this information repeated several times in a gentle and calm manner.

As soon as it is appropriate Ben needs to be gotten home so he can relax and rest in a familiar place.