**Personal Assistant Role Description**

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| **Role**  | Personal Assistant  |
| **About Amelia** | I am 12 years old and have down’s syndrome and have hypermobility issues, so this requires me to use a wheelchair when I am out. I am non-verbal but can communicate using sign language. I have a bubbly and affectionate nature but also a sense of mischief. I like to escape so you will need to be vigilant. I like to go outdoors for a walk, to the beach or a farm. I also like to play computer games, jigsaws as I am good at puzzle solving. I like to watch movies and sometimes like to paint. I would love to go swimming and sometimes like to help in the garden. I adore animals and have 3 tortoises at present. |
| **About [employer]**  | *While the support is for me, my parents would be the employers* |
| **Main contact**  | *Please contact Anne at Capability Scotland for more information on 07395794168* |
| **Role summary**  | You would be required to help me to go to activities and to take me out. I need help with toileting as I wear pull-ups. You will need to be vigilant when we are out as I sometimes like to escape. Due to my mobility issues, I get tired easily when out so will need my wheelchair. |
| **Personal attributes**      | I am looking for a Personal Assistant who is: * Kind with a genuine, caring nature
* Honest, trustworthy and reliable
* Friendly and chatty
* Patient and understanding
* Able to work with me as an equal
* Positive and practical.
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| **Skills and abilities**  | * You can communicate with me and my family in a clear manner
* You are a good listener
* You can use your initiative
* You can think on your feet
* You understand the importance of boundaries and keeping confidentiality
* You have a driving licence and are a confident driver.
* You have moving and assistance training

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| **Availability**  | * I would like someone to work on a Saturday or Sunday
* The other hours would be based in the week
* In the holidays there will be a bit more flexibility
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| **Terms**  | * £12.60 per hour
* 5.6 weeks annual leave calculated on a pro-rata basis.
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| **Other information**  | This role description describes the main tasks which will be asked of my Personal Assistant.  The Personal Assistant will be required to uphold my confidentiality at all times.   |