**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. |
| **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 |
| **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 |
| **Terms** | * £12.60 per hour * 5.6 weeks annual leave calculated on a pro-rata basis. |
| **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. |