**Job Description**

**Job Title:** Personal Assistant.

**My Child:**  Our son is a 5-year-old boy with a diagnosis of Autism, he is non-verbal and is in the beginning stages of using visuals and PECs to support his communication and understanding. He is a sweet boy, he is very active and enjoys all aspects of play including playparks, soft play, trampolining, and swimming. He struggles to cope with people and places he is unfamiliar with, staff should be aware of this and willing to support him to engage in new experiences. He has sensory processing difficulties, and he can become fixated on different things. For example, he likes to throw things and watch them fall/float to the ground, particularly shredded paper, or feathers. He can be very fast and needs an adult to supervise him at all times, especially out in the community as he can run off and he has no awareness of danger or risk. PA should be experienced in dealing with behaviour associated with Autism and be willing to work together with his parents to consistently put strategies and boundaries in place to support him.

**Place of Work:** Employer’s home and wider community.

**Hours of Work:** 3 hours per week. Flexible, to be agreed between employer and employee.

**Rate of Pay:** £11.50 per hour

**Person spec:** Applicant must have experience in dealing with children with Autism and have an understanding of the different needs and challenges related to Autism. Applicant should have a caring nature and be calm and patient, but also be confident to set the boundaries needed for his emotional and behavioural regulation. Applicant must be willing to be flexible and willing to work with the family to provide the best care for our son.

**PVG is essential.**

**Car driver is essential. Must have business insurance on their car.**

**Main duties:** To engage our son in activities within the local community to encourage his independence and social/emotional development.

To encourage him to try new experiences and places within the local community.

To provide him with support to regulate his behaviour.

Assisting him with all aspects of personal care, including handwashing, dressing and toileting (pad changing).

Ensuring his safety while out and about within the community.

**Closing Date: Friday 13th May**

**Email:** [**Sarah.herd@dundeecarerscentre.org.uk**](mailto:Sarah.herd@dundeecarerscentre.org.uk) **for application packs**