

## Job Description

Job Title: RELIEF WORKER/PERSONAL ASSISTANT

Place of Work: Employer's home and wider community in the city of Dundee and surrounding area. During respite care, travel further away may be required.

Hours of work: OCCASIONAL DAYS /TO COVER WHEN MAIN PAs OFF

Rate of Pay: £16.00 per hour

The employer is a young woman of 22, who has a diagnosis of Autism and Anxiety at times severe. She lives with her mum and dad at home. She also has 2 older sisters who normally do not live with her but may visit. The family is closely knit. You will be expected to work closely with the family.

**This position is for occasional relief cover, for when the main personal assistants are off sick or on holiday. In the future, if one of the positions becomes vacant, you may be considered for a part time permanent position.**

Initial training for her specific needs will be provided. Ongoing training as the need arises will also be provided. The family will share with you a Communication Passport to assist in this training.

### Main Duties:

- Assisting the employer with personal care needs whilst, at the same time, encouraging her to be as independent as possible.
- Preparing meals, snacks and drinks and tidying up afterwards, laundry her clothes including changing bedsheets, encouraging participation from the employer.
- Provide sensitive emotional support to her, promoting choice and encouraging new experiences. The aim of your job is to develop the employer's self-esteem and confidence whilst fostering independence skills.
- Accompany the employer to take part in social and leisure activities as and when appropriate, always liaising with her guardians. Plan activities, think of new opportunities, encourage her talents, and develop her abilities. In the longer term, support her to identify and find new work/volunteering opportunities.
- Accompany her on appointments and social outings encouraging her to be aware of matters of personal safety.

- Provide personal care for the employer, when she takes showers for example and needs help with dressing, encouraging good hygiene.
- Liaise with her parents, as to her movements and take responsibility for overall security of the household, when parents are not there.
- Under no circumstances, take the employer to your house, or do any work during your working hours, unrelated to her needs.
- If parents are away on a short break, stay for a sleepover and provide the same care, making sure the employer is dressed, fed and safe.
- You may be required to take her out in your own car (mileage will be covered) to outings and places in the community. Therefore a driving licence is essential.
- It is extremely important that good communication with the employer's parents is ongoing, so update meetings will be incorporated to enable planning and discuss any concerns.
- A care notebook will be kept, and you would be expected to note down anything significant that has occurred during your shift to share with the employer's parents and the other carers. An emergency plan will also be provided. Ongoing Training will be provided. Good communication skills are of paramount importance.

### **Personal Assistant's Characteristics**

Essential:

- Honest, reliable, and trustworthy. This is of paramount importance.
- Punctuality and predictability are very important to the employer, as her anxiety increases with the unknown, or when her usual routine is disrupted.
- Friendly, caring, sensitive and good company
- Have a sense of humour
- Trained in being able to deal with unexpected situations, ie: emotional outbursts from the employer from time to time. (Training will be provided for her specific needs)
- Ability to drive, have a car, and take her out to the community for appointments or outings.
- The use of the employee's personal mobile phone during hours of work is only permitted to be used for the employer's safety and security and to communicate with her or her guardians.
- PVG Membership will be required.