## Job Description & Person Specification HR/LM

Job title: Personal Assistant/Support Worker

Location: Bournemouth and Poole

# Job purpose:

To support a young man to attend a social care day placement every Wednesday.

# About the individual:

He is 21 years old and has a strong interest in technology, football and transport (trains and buses). He has an uneven cognitive profile, so he is gifted in some areas, and struggles in others. He does have learning disabilities which are linked to processing speed and emotional immaturity rather than specific learning delays. He is blind and uses a long cane. He is very independent with his mobility and is a braillist, but he does struggle with balance and speed. He is autistic and has complex health needs including a life-threatening condition, however these are managed and are very low-risk as long as the support worker is observant and reacts quickly. He is responsible for his own day-to-day medication. Training will be provided.

**Rate of pay:**

£15.84 per hour if employed, if self-employed please provide rates with your application.

**Hours of work**: 8 hours per week on a Wednesday.

# Main duties

**Social duties:**

Support to:

* Enable him to engage and partake in varied activities at the placement (travel on public transport, simple cooking, writing job applications, and shopping for example)
* Attend work experience alongside him.
* Support him in socialising with peers at the placement
* Observe him in case he should suddenly become unwell. If this happens, he will need an ambulance calling and potentially an injection given if the support worker feels able
* Collect him from his home in Poole and travel with him to and from the Placement in Winton (bus is preferred)

**Personal Care:**

He may need some help with preparing food

**Domestic duties:**

As covered above in the “Main Duties” section

# Qualities

* Values: honest, reliable, punctual, ability to build good relationships, patience, fun, flexible, adaptable.
* Specific Requirements: Someone with an understanding of working with someone with learning delays who is gifted in some areas. Someone with an understanding of autism. Someone who has a positive approach to independence in all areas.
* Someone prepared to advocate when he struggles
* Someone who works well in a team, as the role requires working alongside tutors.
* Someone confident in supporting with written work and functional maths skills

**Skills, qualifications and experience**

**Essential:**

* GCSE English and Maths
* Some IT literacy (He uses assistive technology - a screen reader on a Windows laptop and Voiceover on iOS Apple devices)
* Confidence to support him in an urgent medical situation
* Advocacy skills
* Patience
* Experience with Autism
* Experience with Learning Delays
* Experience working within a team
* Someone with an interest in technology, transport (trains and busses) or football who is physically active
* Experience supporting in an educational setting
* Experience supporting in a social care setting

# Other Requirements

* If self-employed, provide evidence of self-employment such as Public Liability Insurance, Terms and Conditions, tax reference number
* DBS Check will be required
* Legally Able to Work in UK.