

JOB DESCRIPTION

Job Title:	Personal Assistant
Employed by:	Irwin Mitchell Solicitors
Responsible to:	Case Manager
Hours:	Alternate Sundays 9am – 3pm and bank as required on other days which will be 9am-7pm or 8am -7pm.
Pay:	£9.50ph
Contract:	Permanent – There will be a 3-month probationary period.

Job Summary:

To work with a 52-year old gentleman who is registered blind, has a left arm below elbow amputation and an acquired brain injury in an enabling manner and to promote independence. You will need to be able to think independently and try to source activities which he may enjoy in the community.

Support Duties to Include:

- 1) To work with this client in his own home and in the community.
- 2) To be responsible to the client and to work within the guidelines set out in the contract of employment.
- 3) To provide assistance, motivation, support and encouragement to aim towards a more independent lifestyle for the client.
- 4) To motivate and encourage participation in a variety of domestic, leisure, educational and work pursuits.
- 5) To travel with and act as driver and accompany the client on community activities.
- 6) To follow a cleaning rota and make sure the house remains clean & tidy at all times, to maintain the safety of the client. To encourage him to assist where able in domestic activities that may be appropriate.
- 7) Help to meet the emotional needs of the client.

- 8) To undertake training and supervision as arranged by the Case Manager
- 11) To liaise closely with other professionals / therapists as directed by the client / family and Case Manager if applicable.
- 12) To participate in regular team meetings as directed by the client / family and Case manager.
- 13) To ensure client confidentiality in record keeping and discussions concerning the client.
- 14) In an emergency, stand in for other members of staff if the client would otherwise be at risk or suffer harm.
- 15) To maintain confidentiality and diplomacy.
- 16) Any other appropriate and reasonable task in relation to the employment as agreed with the client and Case Manager.

Health and Safety

In accordance with the Health and Safety at work act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and cooperate with the company and others in meeting statutory legislations.

To comply with safety instructions

To use in a proper safe manner the equipment and facilities provided.

To refrain from wilful misuse of, or interference with, anything provided in the interest of Health and Safety and any action, which might endanger yourself and others.

To report as soon as practicable, accidents and incidents.

Postscript:

This is not intended to be a comprehensive description of the duties of this post. The post holder may be required to undertake other related duties not specifically mentioned above. Any changes to this role specification will be made in consultation with the post holder.

PERSON SPECIFICATION



Job Title:Support Worker

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>To have worked with clients with a disability.</p> <p>NVQ Level 2 in Social Care or be willing to undertake the Care Certificate.</p>	<p>NVQ 3 in Health and Social Care.</p>
Skills, Knowledge and Competencies	<p>To be of casual but professional appearance</p> <p>Computer Literate.</p> <p>Communicate effectively with clients, family and professionals</p> <p>Good written and communication skills</p> <p>Able to work on own initiative and unsupervised</p> <p>Demonstrate good organisational skills</p> <p>Able to maintain confidentiality and diplomacy</p> <p>To work effectively within a team and have team management skills</p>	<p>Be able to write support plans</p> <p>To have an interest in model cars and collectibles</p>
Specific to the Job	<p>Able to drive a car – to have a clean driving licence.</p> <p>Able to cover planned holidays for other staff members</p> <p>Able to cover sick leave with some notice</p> <p>Able to work very flexible hours</p> <p>Eligible for DBS check</p>	