

***Female PA/Buddy–Job Description (CHu/DJ)**

We are seeking a bubbly, energetic female personal assistant/buddy to support a female student attending Winchester Uni from September 2022 for 18 hours a week.

The student has mild Cerebral Palsy and needs support with medication prompts, domestic activities, shopping, meal preparation, laundry, physio exercises, attending the gym and clubs.

We are seeking support Mondays to Fridays 4pm-7pm and a Saturday 1pm-4pm. Ideally you can be flexible.

Rates of pay: £16.00 per hour Monday to Friday, £18.00 per hour Saturday and Sunday.

The role will involve/the responsibilities of the Support PA/Buddy will be:

- Being responsible for ensuring the safety and well-being of the student.
- Guidance on university life and support to attend clubs as required promoting the integration and inclusion of the student within the community
- Supporting her to complete domestic tasks, laundry, meal planning and shopping, promoting and assisting her to increase her independence skills
- Supporting with ensuring her medication has been taken (Training will be provided) Provide guidance if she is unwell and seek health care professional or case manager assistance
- Facilitating/enabling the client to participate in her hobbies and interests.
- Working with her treating physiotherapist to support her with her therapeutic programme
- To complete risk assessments, training will be provided.
- Assistance/guidance with any study requirements if required.
- Attending meetings with the Case Manager from time to time and by zoom for supervision.
- Maintaining a written record of key activities and events of the day.
- Communicating and working alongside her family if required.
- Maintaining the confidentiality of the student whilst at university and in the community.
- To complete mandatory and client specific training such as epilepsy and cerebral palsy.

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the PA/Buddy Job Description outlining the responsibilities of the PA/Buddy which will be discussed in more detail as part of your training. As this is a new role this Job Description may expand. Flexibility for the role is required.

*Please note: Community Case Management Services Ltd are not the Employer nor should we be referred to as such.

Signed

Date

PERSONAL SPECIFICATION

Essential:

- Demonstrate a high quality of verbal and written communication skills.
- Demonstrate awareness of risk.
- Evidence of enabling skills and ability to encourage independence.
- Must have a positive attitude.
- Must have a good sense of humour.
- Must demonstrate ability to work confidently alone and as part of a team.
- A high level of mental and physical stamina.
- Must demonstrate a high level of organisational and administrative skills.
- A clean current driving licence.

Desirable:

- Previous experience of working one-to-one in a client's home/educational or community setting.
- An understanding of educational system.