

JOB DESCRIPTION (HR/TR)

Job Description:	Personal Assistant
Location:	Summertown, Oxford
Responsibility to:	Case Manager – Thamara Raju 23 Blackwell Business Park Blackwell Shipton on Stour Warwickshire CV36 4PE Tel: 01608 682 522
Job Summary:	To work with a 20-year-old young lady who has cerebral palsy, living with support in her own apartment. A strong confident personality with excellent communication skills and ability to work autonomously and flexibility is essential. To be able to manage challenging behaviour and situations that occur in the work environment. Have experience working with clients with mental health background and brain injury. Required to be supportive and enabling; maximising independence particularly in regard to study and interpersonal skills. To create and support opportunities to develop friendships whilst undertaking social and leisure activities. To support activities as part of on-going rehabilitation this includes physiotherapy (under the guidance of a treating therapist). To support in all aspects of personal care. To assess and maintain her safety at all times. Promote privacy and confidentiality at all times. A full British driving licence essential.
Pay Monthly:	Time sheet forwarded to case manager in order to be sent to office before the 21st of the month. (paid by BACS on last Friday of each month).
Petty Cash:	Be responsible for any “petty cash” that may be made available to you and keep a record of any expenditure with receipts.
Contract:	To be issued two months after letter of offer.

ADDITIONAL RESPONSIBILITIES

- 1 Set up Care / Support Plan and daily record, with support from Case Manager
- 2 Check that the planned activities are being maintained, taking into consideration specific factors that may prevent this.
- 3 Work within a budget as laid down by Case Manager and the client’s parents.
- 4 Be available at mutually agreeable times should your employer/ Case Manager wish to discuss anything with you.
- 5 Work within QCS guidelines, following Policy and Procedures at all times.

This is by no means an exhaustive list and there are other areas that will become apparent as time goes by.

KEY GOALS

- 1 To work on an active programme of support to include a range of activities that enhances independence and development of social, leisure and academic skills.
- 2 Attend meetings with the Case Manager and parents. These meetings may be held in the evening, no more than monthly.
- 3 Written records to be kept.
- 4 To escort the client to therapy for outings, to drive her to outings (provided you have been accepted under the motor insurance).
5. Respect the need for confidentiality on private and personal issues.

Skills Required

Essential	Desirable
Excellent interpersonal skills	Experience working with brain injured clients
Excellent communication skills	Experience working with clients in a community setting
Excellent organisational skills	

Please acknowledge that you have received the personal assistant Job Description outlining the responsibilities of a Support Worker which will be discussed in more detail as part of your training.

Signed

Date