

JOB DESCRIPTION

Job Description: Personal Assistant (PA)

Responsible To: Case Manager, Kerry Lloyd

Job Summary: The client is a young lady with cerebral palsy who is non-verbal. You will work with her in a communication and support role, enabling her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times. You will give help and assistance with activities of daily living and act as a communication partner at school, at home and when accompanying her to social and leisure activities.

Requirements: Ability to work using IT for email, support worker documentation and for the client's alternative augmentative communication (AAC). Specific training in using the AAC will be provided.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Flexibility to work weekends, evenings and during holiday periods.

Must hold a full driving licence and happy to drive on motorways as required.

Key Goals:

- To enable our client to communicate her needs and encourage confidence in all communication. Give opportunity for communication and for her to use her alternative augmentative communication (AAC) as appropriate. Refer to AAC programme and goals.
- To support our client for part of the time in her school to enable her to participate in 6th form life to include both educational and social activities.
- To work with other support team members to deliver 2-1 personal care and therapy activities.

- To escort her to school when required, and for outings, and to drive her. It is a requirement that you are able to drive and hold a valid licence at all times.
- To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
- To work on an occupational therapist programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT manual handling plan and wheelchair/postural seating plan.
- To accompany our client on holidays from time to time, including those taken with her family.
- Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- Enable the client to make choices and decisions whenever possible.
- Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- Help to keep her specialist equipment, such as her wheelchair in good working order and report any faults or breakages.
- To assist with two to one personal care, including taking her to the toilet, showering and dressing.
- Take our client shopping and on outings and other social activities as required.

- Assist our client with eating and drinking and the planning and preparation of meals

Contract: Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc. You will have regular supervision and an annual appraisal.

Liaison: All support team members must attend meetings with the Case Manager and therapists and these meetings will be held not more frequently than monthly. However, it may be necessary to call a meeting earlier when you will be expected to make all reasonable arrangements to attend. You will receive payment for attending a meeting or training session if not on duty at the time.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by the support workers and written records to be kept. It is important to maintain a realistic outlook on the client’s abilities.

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

Please acknowledge that you have received the PA job description outlining the responsibilities of the role which will be discussed in more detail as part of your training.

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

Signed

Date