

Dear Applicant

Re: Vacancy: Personal Assistant, Reference: AJCM/LP/MPE/PA1120

Thank you for applying for the above positions and please find the recruitment pack as requested.

Due to the anticipated high volume of responses, if you meet the requirements of the role, you will receive a confirmation telephone call from one of our Recruitment Case Managers.

All applicants who are invited for interview will be asked to provide documentary evidence confirming their right to work in the UK and posts offered are subject to two excellent references, and successful DBS checks and enhanced disclosure. All applications are dealt with the utmost sensitivity and confidentiality.

No job applicant receives less favourable treatment on the grounds of age, disability, gender and transgender status, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

Please note that AJ Case Management Ltd is assisting the client to recruit and employ a Support Worker. AJ Case Management is not the employer. Your employer will be Irwin Mitchell LLP.

We look forward to receiving your application.

Yours sincerely

AJ Case Management Recruitment Team

ajrecruitment@ajcasemanagement.com

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1. Summary of Vacancy

Ref: AJCM/LP/MPE/PA1120

Role: Personal Assistant

Hours: Up to 25 hours per week (rota to include days, nights and weekends)

Contract: Permanent

Rates: £11.00 per hour week days
£13.00 per hour weekends
£13.00 per hour bank holiday
£NMW per hour wake nights
£NMW per hour sleep-in weekends

Closing Date: 22nd December 2020

Employer: Please note that AJ Case Management Ltd is assisting the client to recruit and employ a Personal Assistant.

AJ Case Management is not the employer.

For more information, contact: apply@ajspecialistrecruitment.com

2. Advert

Personal Assistant – Stockport

Permanent – Up to 25 hours per week

£11.00 - £13.00 per hour

We are supporting our client to find the best person for their Personal Assistant role.

I'm a happy 13 year old young man with Cerebral Palsy, who enjoys to have a good laugh. I am non-verbal and use devices to help me communicate and also use a wheelchair. I have a very friendly family, including my two mums and two brothers.

I would like someone to join my team, to help me with my rehabilitation and access the community, this includes, supporting me before & after school, at weekends and during school holidays.

If you are enthusiastic, have an excellent sense of humour, and would love to support me alongside my family and therapy team, I would love to meet you!

This position involves support with personal care.

The successful candidate must be able to demonstrate core values that align with our clients:

- ✓ **Demonstrate a willingness to learn**
- ✓ **Demonstrate living life to the full**
- ✓ **Demonstrate their honesty and integrity**

Essential Requirements Include:

Ability to work using their own initiative, excellent verbal, non-verbal and written communication skills and a full driving licence. Flexibility to work the hours agreed.

Preferred:

Previous experience in a similar role, a positive attitude, a caring disposition and an excellent sense of humour.

This is a fantastic opportunity to make add real value to the client's life. In addition, your commitment and attention will be rewarded with excellent rates of pay and a great deal of job satisfaction.

Please note that employment will be subject to excellent references and an enhanced DBS disclosure being obtained.

Closing Date: 22th December 2020

For more details, Email: apply@ajspecialistrecruitment.com and quote ref: AJCM/LP/MPE/PA1120

Equality, Diversity and Inclusion Commitment

No job applicant receives less favourable treatment on the grounds of age, disability, gender and transgender status, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

AJ Specialist Recruitment work for clients who directly employ their own Community Support Workers and we aim to Bring the Best support to them and the best jobs to you!

Find out more on our web page – www.ajspecialistrecruitment.com

Unfortunately, due to volume we cannot respond to all applicants directly and successful applicant will hear from us within 3 weeks of closing date.

3. Introduction to Client

Hi, I am 13 years old and live with my two mums and my two brothers.

I enjoy going in my electric wheelchair, eating out, watching films, listening to music, wrestling on the floor, swimming, football and watching YouTube.

I need help with all aspects of daily living, including my personal and healthcare, and like people to ask me and tell me what they are doing.

My Likes & Dislikes:

I like it when people talk to me!

I don't like people patting my head!

I like it when people communicate with me appropriately.

I like being out & about with staff and family.

4. JOB DESCRIPTION

JOB TITLE: Personal Assistant

REPORTS TO: Case Manager

MAIN SCOPE OF THE JOB:

This role involves support that is personalised for that individual in the form of a support plan. Support duties will therefore include assisting the client with their daily life and includes a variety of duties.

Shift Duties May Include:

- Supporting the client in their own home
- Supporting the client with school journey
- Supporting client in the local community
- Supporting the client with personal care
- Supporting client with mealtimes
- Supporting the client with specific therapy activities
- Supporting client with their health and fitness
- Writing daily records
- Cleaning and tidying up after the client
- Cleaning equipment

DUTIES PERFORMED:

STAFF -

- To comply with relevant legislation and operational guidelines. To maintain standards of care and report to the employer any breaches in professional practice. Refer to employers Policy and Procedure file for all legislation and operational guidelines.
- Participate fully with your manager in supervision and appraisal for your personal and professional development.
- Attend regular meetings to ensure that quality of support and care is provided to meet the client's care and therapy needs.
- In conjunction with your manager ensure that a personalised support plan is in place and recommendations followed. This plan should be reviewed and updated regularly and in accordance with policies and procedures.
- In conjunction with your manager ensure that recording and reporting systems are in place in accordance with policies and procedures.
- Ensure that you read and sign the regularly updated personalised support plan, remain up to date with all policies and complete all training that has been identified within agreed time frames.

CLIENT -

Personalised Support Plan and Rehabilitation

- To ensure the individual needs of the client are met at all times, ensuring that routines are arranged totally to meet the client's needs. To this end, it is likely that negotiated hours will change with the client's changing needs/wishes. The role will involve working to a rota that covers 365 days a year, including evening, weekend, waking and sleeping night provision
- To contribute to the planning of a programme of support and therapy to meet the client's needs. To assist the client with treatment as agreed by any treating professional and manager
- To participate in meetings, e.g. planning meetings and multi-disciplinary meetings as appropriate
- To encourage the client to live as full, active and comfortable a life as possible, promoting independence at all times
- To provide personal care where required which may involve assistance with continence, health and medication, moving and handling, eating and preparing meals
- To support the client to make informed choices
- To be imaginative in finding new interests and activities with the client
- To support your client to maintain personal hygiene and appearance
Including but not limited to washing and bathing
- To provide a safe environment for all activities
- To promote independent life skills as identified in the support plan

Communications and Confidentiality

- To ensure client confidentiality in record keeping and discussions
- To record detailed daily notes as per Policy and Procedures
- To promote effective communications and relationships with the client and work colleagues. To be aware of communication, social, behavioural and cultural differences and adapt approach as required
- To liaise with external agencies as necessary in relation to the individual needs of the client (GP, Social Services, Housing, etc.)

Additional Duties Required

- To ensure dignity, respect and privacy are maintained at all times for the client
- Be patient and calm at all times, using your initiative and risk assessments to deal with unforeseen circumstances to the best of your ability
- To provide high standards of cleanliness, comfort and homeliness at all times. To undertake household duties as required and instructed by the manager and to support client to manage their domestic and personal resources based on their own wishes

GENERAL -

- To attend all meetings as instructed by the Manager/Employer
- To be individually accountable for standards of professional practice
- In an emergency, and in case of illness, be able to be flexible and to stand in for other staff members if the client would otherwise be at risk or suffer harm
- To undertake any other related duties commensurate with the general level of responsibility of the post
- Ensuring confidentiality is maintained at all times in keeping with the General Data Protection Regulations 2016 – ensuring personal data is not disclosed to any unauthorised person
- To demonstrate understanding and awareness of equal opportunity policy and be able to put this into practice in a working environment
- To contribute toward the protection of individuals from abuse
- Currently overnight support is infrequent, however this may increase as the client gets older and is more independent

This is not meant to be an exhaustive list; the job holder may be required to undertake other duties as required from time to time.

5. Person Specification

Essential requirements of the applicant:

- ✓ Evidence of qualifications in Health and Social Care equivalent to NVQ/QCF Level 2
- ✓ Strong IT skills including the ability to use a laptop to send emails, create Microsoft Word documents, write daily reports and carry out internet searches
- ✓ Full driving licence
- ✓ Previous experience of providing person centred support
- ✓ Previous experience of working with clients 1:1 in the community and their own homes
- ✓ Understanding of regulations and legislation within health and social care
- ✓ Willingness to learn and evidence of continued professional development

Desirable requirements of the applicant:

- ✓ Previous experience of working with therapists
- ✓ Previous experience of working with people who have cognitive difficulties, physical and communication difficulties
- ✓ Understanding of safeguarding legislation
- ✓ Knowledge of Health and Social Care regulations
- ✓ Personable and good humoured
- ✓ Non-smoker
- ✓ Excellent verbal and non-verbal communication skills

6. Job Specification

Summary for Personal Assistant

This is an exciting opportunity to support an older child with cerebral palsy living in the community, enhancing their quality of life and promoting their independence

The role will also include accessing social and leisure activities in the community.

The role may involve supporting the client on holiday, both in the UK and abroad.

Additional Information Relating to this client:

Our client has cerebral palsy and as a result requires support with mobility, communication, personal care.

Pay and Conditions information

Waking hours – £11.00 per hour (Weekdays)

Waking hours – £13.00 per hour (Weekends)

Sleeping hours – £NMW per hour (Weekdays)

Sleeping hours - £NMW per hour (Weekends)

Mileage: 0.40ppm (when travelling in own vehicle for work related activities.)

(The rota will be varied to meet the needs of our client and shift times and shift patterns are likely to change)

You will receive a permanent contract, which includes a 6-month probationary period.

You will be required to attend an induction, and complete training and policy reading throughout your employment.

You will also be required to reach identified levels of competence and performance.

Holiday Entitlement:

5.6 weeks per annum (pro rata for part-time staff). (Please note annual leave is calculated based on 12 week's average earnings).

You will be instructed to take 2 weeks of your annual leave entitlement when the client is on holiday, please refer to your Contract of Employment.