

JOB TITLE: Personal Assistant (PA)

JOB REF: HD07/18/JH

LOCATION: Burton Latimer, Northants.

HOURS: 4 hours per week
Usually on a weekday from 5.00 pm onwards
Worked flexibly.

WAGE: £8.21 per hour

A caring and patient person is needed to support 'H', a young lady with mild learning difficulties, with accessing leisure opportunities and reinforcing living skills. Also to provide occasional support at the family home giving her mother respite from her caring role.

MAIN DUTIES:

- 'H' enjoys trips to local shops for both window shopping and purchases.
- Occasional outings to the cinema, bowling and other leisure venues are planned.
- Breaks for a coffee and maybe a meal out can be part of the trip.
- Public transport will be used on some trips and will give the opportunity for 'H' to reinforce her skills at time-table reading and learning routes. Support with this and her learning of management of money to enhance her skills and confidence in going out in the community.
- 'H' is not aware of 'stranger danger' so careful supervision is essential alongside the reinforcement of safe behaviour messages.
- 'H' may need prompting with ensuring she uses the public toilets as needed, when out.
- Any other task that may be reasonably requested.

Personal Qualities:

The person appointed should be cheerful, responsible and happy to provide caring, mentoring support while ensuring H's safety at all times.

Experience is not essential but confidence with knowing when to take the initiative while aware that ensuring H's needs and wishes are met. This will require empathy and a kind, patient nature.

A car driver with full driving licence is essential.

This position is subject to an enhanced DBS check (cost borne by the employer).

Please note you will be directly employed by the person (or their representative) that you will be assisting. Northamptonshire County Council are NOT the Employers.

****Please disregard the posting date – if the position is still visible on the job site, then it is still active and open to applicants. Jobs that have been filled or archived are removed immediately****