**JOB DESCRIPTION**

**JOB TITLE: Personal Assistant (Supported Living)**

**DEPARTMENT:** Supported Living Scheme

**HOURS:** Full-time and part time hours available - to be worked flexibly, including evenings and weekends plus occasional sleep-in duties. On-call duties. Waking night duties according to contract.

**REPORTING TO:** Coordinator – Supported Living

**LOCATION:** The Supported Living Service will be based at a specific address in Poynton but post holders may be required to work from other locations. In addition, the post holder may be required to work at all the Society’s premises and with other clients in the community.

**TRAINING:** Full mandatory training and bespoke training will be provided.

**MAIN PURPOSE:**

To fully support the client to live in their own home, taking full account of their individual needs which will include providing full personal and health care support to the client and ensuring that the client always receives an excellent standard of care and support. To assist the client to live a full, active, and rewarding life in a variety of social activities and settings and work-based opportunities and help to devise and deliver a wide range of sensory, social interaction and communication-based activities appropriate to the needs of the client., which will include access to community-based activities that satisfy their social interaction, communication and sensory needs. To ensure that all tasks are undertaken within the framework of the client’s assessment, support and care plans and risk assessments, and take full account of the individuals wishes and preferences.

1. **Support personal and emotional development**
   1. To develop and maintain a sensitive, caring and supportive relationship with the client.
   2. To promote the client’s self-esteem and emotional health.
   3. To encourage and support the client to express their views and wishes and make real choices and decisions.
   4. To encourage, motivate and enable the client to be as independent and involved as possible in activities pertaining to their daily living.
2. **Personal care and support, health needs**
   1. To ensure that the client receives all necessary advice, care and support to maintain and enhance their physical health and well-being.
   2. To ensure all tasks are undertaken in such a manner as to respect the client’s privacy and dignity.
   3. To attend to the client’s personal care needs. This will include intimate personal care including dressing/undressing, supporting their continence needs and bathing.
   4. To assist the client in all aspects of their mobility. This will include operating hoists, wheelchairs & transferring of our client (in accordance with agreed manual handling risk assessments).
   5. To provide health care support and monitor the health and well-being of the client at all times. This will always be in accordance with instructions and advice of health care professionals and senior staff; for example, in regard to nutrition and medication, relaxation and exercise regimes (including, for example, massage/ swimming/ hydrotherapy/ physiotherapy).
   6. To administer and record prescribed medication in accordance with the Supportability’s Medication Policy.
   7. To plan and prepare a balanced, nutritional diet and drinks, and support the client with this.
   8. To be aware of and work within strict food hygiene practice and regulation.
   9. To assist in responding to the client’s health and well-being issues which may require sleep in duties when applicable.
   10. To contribute to all domestic duties and maintain the highest standards of cleanliness (e.g. laundry and ironing, light gardening, general cleaning, shopping and other housekeeping duties); enabling the client to be involved in such tasks wherever possible.
   11. To communicate and cooperate with the property owners (housing association), on behalf of the client to ensure a high standard of property maintenance.
3. **Sensory, Communication and Social Interaction Needs**
   1. To prepare and deliver activity sessions appropriate to the needs of the client. These will be timetabled sessions and the activity will be aimed at maintaining and developing the client’s sensory, communication and social interaction needs.
   2. To ensure that all activity sessions are carried out in accordance with health and safety expectations (equipment is safe to use, clean and tidied away appropriately)
   3. To input and help devise appropriate activity sessions (with support from other staff team members, family and professional Occupational and/or Physio Therapist).
   4. To support and join in with the client accessing appropriate activity sessions in the community. (This includes swimming sessions and you will be required to support the client in the water as joining in with activities with the client is paramount to give the client the best chance of benefiting from the activity.)
   5. To drive the client to activities in their wheelchair accessible vehicle (manual gears).
4. **Community engagement**
   1. To support the client to develop a socially valued lifestyle, maintain and develop relationships with their relatives and friends and participate as fully as possible in their community.
   2. To enable the client to access appropriate social, leisure, educational and work-based opportunities, and escort and support them to attend a wide range of activities and venues within the community; eg, clinics, hospitals, social activities, swimming pools, bike riding, gym, concerts, skiing, ice skating, etc. – the list is endless.
   3. To support the client to develop and maintain their own interests, hobbies, etc. within her own home.
   4. To drive the client’s mobility vehicle to take our client to activities / appointments.
   5. To accompany the client and actively support them to participate in leisure/ social activities (including regular swimming sessions) within the community and on holidays.
5. **Professional Responsibilities**
   1. To keep up-to-date with information, including the client assessments, care plans and risk assessments and Supportabilitys policies in general.
   2. To always carry out and record financial transactions involving our client or Supportability funds within Supportability’s guidelines.
   3. To maintain thorough and accurate records.
   4. To liaise and work co-operatively with other professionals and carers– operating within a ‘circle of support’ around the client.
   5. To attend meetings, reviews and appointments on behalf of the individual / Supportability.
   6. To ensure that all personal information or knowledge gained is treated in accordance with the Supportability’s confidentiality policy.
   7. To always work within the Health & Safety policy and guidelines of the Supportability.
   8. To attend training as and when required and be prepared to identify opportunities for professional development
   9. To be available for individual or group supervision provided by senior staff or other Supportability managers and to attend regular pre-arranged staff team meetings outside of the normal shift pattern – payment is made for these hours.
   10. To attend and participate in briefings, discussion sessions and regular staff team meetings as appropriate– you are required to attend at least 8 of the 11 team meetings per year as part of your contract.
   11. To be available to take part in the on call responsibilities for the supported living service when required.
   12. To undertake all duties with the aims of the Supportability in mind and according to the Supportability’s Equal Opportunity Policy and other Supportability Policies.
   13. To carry out any other reasonable duties as required by line managers.

This job description will be reviewed at regular intervals in consultation with the post holder(s) and line manager.

SUPPORTABILITY

PERSON SPECIFICATION

Senior Personal Assistant – Supported Living

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| **Essential requirements** | **Method of assessment** |
| 1. Reliable and trustworthy  2. Kind and caring  3. Patient  4. Able to accept responsibility  5. Able to use their own initiative  6. Have plenty of common sense  7. Willing to learn  8. Diligent  9. Able to work on their own and as part of a team  10. Conscientious  11. Able to work flexibly, including evenings, weekends and bank holidays and occasional waking nights, in accordance with staff team rota. Waking night duties according to contract.  12. Sensitive  13. Able to follow instructions  14. Car driver with full UK licence (manual gears)  15. Reasonably fit  16. Enjoy physical activity  17. Confident in a swimming pool and willing to swim  regularly  18. Formal qualifications are not required, however post holders will be encouraged and supported to achieve a basic care qualification (NVQ Level 2). Further relevant qualifications are optional. | Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview  Application form and interview |

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