

# JOB PROFILE

<b>JOB TITLE</b>	PERSONAL ASSISTANT	<b>REPORTS TO</b>	Personal Assistant Project Manager
<b>JOB PURPOSE</b>	To provide individual support to children, young people and adults with a learning disability to access activities to meet the outcomes identified within their support plan.		
<b>Role and Context</b>		<b>Need to do</b>	<b>Need to know</b>
<b>Key accountabilities</b>		<b>Key Performance indicators</b>	<b>Qualifications and experience</b>
<ol style="list-style-type: none"> <li>1. Responsibility to provide support to, and take responsibility for, an individual member to access activities</li> <li>2. To follow all policies and procedures applicable to the work</li> <li>3. To identify, record and manage any risk assessed in relation to the individual that their support or the activity identified.</li> <li>4. To feedback on activity to both the parent/carer and the manager through the agreed procedures.</li> <li>5. To complete incident report forms where necessary and to report <b>all</b> concerns or incidents to the Project Manager.</li> <li>6. Ensure that confidentiality is maintained at all times.</li> <li>7. To ensure the health and safety of the learning disabled member, as well as members of the public.</li> <li>8. To work together with the Project Manager, to provide a safe and fun environment for the learning disabled member.</li> <li>9. To attend training and planning sessions as requested by Project Manager</li> <li>10. To support the member and his/her carers, ensuring that the learning disabled member's needs are paramount.</li> <li>11. To undertake other duties as may arise from time to time as directed by the Line Manager</li> </ol>		<ul style="list-style-type: none"> <li>• Completion of any documentation required</li> <li>• Positive feedback from members and parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the needs of people with learning disabilities, their parents and carers</li> <li>• Working with people with learning disabilities</li> <li>• Working as a team member</li> <li>• NVQ level 2/3 Health and Social Care (desirable)</li> <li>• Care Certificate (within 12 weeks of appointment) (Desirable: Food Hygiene, First Aid, MIDAS Training)</li> </ul>
		<b>Relationships</b>	<b>Need to be</b>
		<b>Internal</b> <ul style="list-style-type: none"> <li>• Operational Staff/Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Person Centred Approach</li> <li>• Innovative</li> <li>• Enthusiastic and positive</li> <li>• Good Interpersonal skills</li> <li>• Respects confidentiality</li> <li>• Self-motivated and self-starter</li> <li>• Flexible and adaptable to changing demands and new challenges</li> <li>• Works with integrity</li> <li>• Good Planning &amp; Organisation skills</li> </ul>
		<b>External</b> <ul style="list-style-type: none"> <li>• Other agencies involved in the life of the member.</li> <li>• Parents and carers</li> </ul>	
		<b>Decision making</b>	
		<ul style="list-style-type: none"> <li>• Authority to make operational decisions to ensure health and safety of member</li> </ul>	