

JOB PROFILE

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