

JOB PROFILE

JOB TITLE	SPECIALIST LEAD ROLE PERSONAL ASSISTANT	REPORTS TO	Personal Assistant Manager
JOB PURPOSE	To provide 2:1 support for an adult 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 organise, take responsibility and provide support on a 2:1 basis for an individual member to access activities and to increase independent living skills. 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 12. Attend meetings with external agencies, schools, parents/carers as required 		<ul style="list-style-type: none"> • Completion of daily observations sheets and learning logs • Completion of all paperwork required • Positive feedback from members and parents/carers • Aware of safeguarding issues relating to children and vulnerable adults 	<ul style="list-style-type: none"> • Qualification or experience and knowledge of supporting people with autism and challenging behaviour • Assisting with the use of RPM and i-pad to aid communication • NVQ level 2/3 Health and Social Care (desirable) • Care Certificate (within 12 weeks of appointment) • Providing support with personal care • Epilepsy • First aid, food hygiene
		Relationships	Need to be
		Internal <ul style="list-style-type: none"> • Operational Staff/Volunteers • Working as a team member 	<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
		External <ul style="list-style-type: none"> • Other agencies/school involved in the life of the member. • Parents and carers 	
		Decision making	
		<ul style="list-style-type: none"> • Authority to make operational decisions to ensure health and safety of member 	