

JOB PROFILE

JOB TITLE	PERSONAL ASSISTANT (Supported Living)	REPORTS TO	Personal Assistant Project Manager
JOB PURPOSE	To provide individual support to adults with a learning disability to live independently in the community. The post holder will be required to assist in the provision of a 24 hour service, this can include working wake nights, sleep in duties, weekend work and bank holidays.		
Role and Context		Need to do	Need to know
Key accountabilities		Key Performance indicators	Qualifications and experience
<p>Work</p> <ul style="list-style-type: none"> Assist the team to maintain the requirements of the Health and Social Care Act 2008 Assist the team in the provision of a quality service for SoLO. Assist the team in providing a 24 hour service to meet the service user requirements and the covering of shifts at short notice. Maintain accurate and up to date records using report writing, literacy and numerical skills. <p>People</p> <ul style="list-style-type: none"> Promote the well- being of the service user through communication and liaison with other professionals, by accompanying the service user to medical appointments Support individual service users through appropriate communication methods as required Support service users with personal hygiene as outlined by the individuals support plan whilst meeting dignity and privacy Maintain cleanliness of the home and garden where applicable whilst encouraging participation from the service user Implement development programmes, risk assessments and guidelines relating to the service user Support service users to maintain dietary needs, planning, buying and preparing meals 		<ul style="list-style-type: none"> Completion of all paperwork required Positive feedback from service users and parents/carers <p>Safeguarding Responsible for promoting and safeguarding the welfare of the vulnerable adults for whom the staff member is responsible for or come into contact with</p> <p>Relationships</p> <ul style="list-style-type: none"> Internal Operational Staff/Volunteers External Other agencies involved in the life of the member. Parents and carers <p>Decision making</p> <ul style="list-style-type: none"> Authority to make operational decisions to ensure health and safety of member <p>Financial</p> <ul style="list-style-type: none"> Maintain up to date recording of service users expenditure 	<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, with significant health needs and behaviours that challenge 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) Awareness of confidentiality and data protection Awareness of the handling and administration of medicines Be able to cope with ongoing change Awareness of equality and diversity legislation

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<ul style="list-style-type: none"> • Motivate the service user to develop interests, participate in appropriate recreational and leisure activities • Support the service user through individual Support Planning and Person Centre Approaches • Reduce the effects of challenging behaviour through appropriate interventions and guidelines • Support service users through emotional situations providing sensitive/empathetic support • Where applicable assist the service users in the maintenance of personal clothing, property and money management • Assist the service user to meet their chosen religious and cultural needs 	<p>Building and Equipment</p> <ul style="list-style-type: none"> • Report and monitor any maintenance issues through line manager and relevant landlord 	<p>Need to be</p> <ul style="list-style-type: none"> • Person Centred Approach • Innovative • Enthusiastic and positive • Flexible • Good written and verbal communication skills • Respects confidentiality • Self motivated and self starter • Flexible and adaptable to changing demands and new challenges • Works with integrity • Good Planning & Organisation skills • Able to remain calm and deal with crisis situations
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