**Job Reference BA WN EL**

**Job Description Summary for Personal Care Assistant.**

**The aim of this position is to provide assistance and build a friendly working relationship with Stuart. Although he has both physical and learning disabilities, communication and friendship are extremely important to him.  He has an amiable personality, enjoying interaction with able bodied people.   In addition to providing personal care the assistant should take an active role in enabling the use of development equipment and seek opportunities to expand or vary this area of support.**

**For mobility Stuart is dependent on a manual wheelchair;  although this chair also has an electric power assist facility use of the wheelchair will always require your assistance.   Stuart does have a SMART chair to use, which is based at his Day Centre.  He can move the SMART chair by himself with the aid of a simple switch.**

**The employer will be supportive, provide assistance and advice in order to help you at any time, especially through the initial stages of introduction and learning.**

**Personal Tasks**

• **Provision of regular drinks.**

• **Feeding at meal time.**

• **Personal hygiene – toileting (doubly incontinent and wearing incontinence pads which require changing).**

• **Assisting in and out of a wheelchair using a hoist.**

• **Dressing and undressing as required.**

• **Washing, bathing, hair washing, as required.**

• **Daily dental cleaning**

• **Help provide physiotherapy.**

**Other Tasks**

**•Any other reasonable tasks**

• **Follow a varied daily programme established for Stuart, although this will be reviewed periodically and revised on occasions.**

• **The content of the daily programme is agreed between your and the Employer.  The programme will be periodically reviewed to bring in new interests, fun and involvement.**

**At a Review, as Stuart’s Personal Carer, you should prepare a report summarising how each part of the existing programme has worked out, benefits or otherwise, and suggest ideas / opportunities for any new elements of the programme to introduce in the futur**e.

**Location**

**The job is based at Stuart’s home. This is a village in East Lothian 15 minutes drive from Haddington. Days of access  to Tynebank Resource Centre, for people with learning difficulties, are restricted and not available at weekends.   Currently, Personal Care Assistants do not normally have access to the Centre, but if ever allowed  procedures at the Centre’s rules must be followed, compliance with regulations, as well as signing in and out as you enter or leave the building. You have sole responsibility for Stuart.  A Key Worker, will liaise with you and be available to help or provide guidance when required.**

**On occasions it may be necessary to help support Stuart at his home and this will be arranged by mutual agreement.**

**As your employer we wish you to take responsibility, show initiative, be reliable, punctual and trustworthy.  An open mind and sense of humour is beneficial, we want you to enjoy yourself and share that enjoyment with Stuart.  Good open friendly communication with the employer is always encouraged.**