

MERTON MENCAP
Autism -Specialist - Personal Assistant
Job Description

Title:	Personal Assistant
Responsible to:	Initially the Chief Executive, subsequently a PA Manager
Hours:	<ul style="list-style-type: none"> - Flexible, 6 hours+ per week for 38 weeks per year (term time only) - Potential for extension into holiday periods, if funding becomes available - Additional hours will be required for training, supervision, and meetings. Timing by agreement
Salary:	£12.50 per hour
Place of Work:	Initially, at the young person's home alongside tutors, the young person's mother or father or another PA. Your objective is to work with another adult to take the young person out into the community, to outings of their choice, moving to a 1:1 basis once you have developed a trusting relationship. Eventually, the aim is for this young person to access a specialist, education setting with other young people or adults.

Job Purpose

To support a young person with autism (client) to enjoy leisure pursuits (e.g. outings to museums), take part in group activities with peers (e.g. at specialist services/clubs) and access learning opportunities (e.g. at Adult Education Centre) in line with a service specification

Responsibilities/activities/duties

- To follow the specification in relation to the required service and support the achievement of outcomes as referred to in the specification
- To provide support and care in line with the young man's personal profile, care plan and risk assessments
- To use appropriate communication methods and positive behavioural management to support the service user to benefit from sessions
- To consult the service user (and family, where relevant) about activities he would like to do and to support him to plan sessions
- To meet the service user at his home at the start of the session, accompany him to an activity for the session, and return to the home at the end of the session (using own vehicle, where necessary)
- To work collaboratively with other parties supporting service users (e.g. tutors, speech/language therapists, other PAs, the young person's parent/s)
- To regularly communicate with the service user and family to confirm sessions

- To complete all relevant paperwork, in particular, Session Records, Medication Forms, Petty Cash Forms and Incident Forms, and to ensure the secure storage of these records before returning them to the Merton Mencap office before the deadline provided
 - To provide feedback at the end of each session, communicating any important matters to the client and his family about the session
 - To communicate with staff/managers at Merton Mencap about progress, issues and any problems you encounter, and to resolve these issues quickly and sensitively, asking for appropriate guidance and input from others, where needed
 - To work within Merton Mencap's standards, policies and procedures and code of conduct, in particular policies and procedures which relate to safeguarding young people and adults, health and safety practice and equal opportunities
 - To be familiar with and act in accordance with the procedures for health and safety regulations at any premises where project activities take place, particularly fire evacuation procedures
 - To work in accordance with Merton Mencap's Lone Working Policy and Procedure – in particular, contacting the line manager after each session to report that the session is complete and that you are safe
 - To be willing and to make reasonable efforts to be available to undertake necessary training to keep up to date with current issues and good practice relating to working with people with autism, in particular training associated with safeguarding and health and safety
 - To be willing to undertake specific training, as required by Merton Mencap, and to carry out duties in those areas in the context of Merton Mencap's policies and procedures
 - To work well in the team, particularly with other Merton Mencap staff
 - To be willing to be occasionally contacted out of hours, as necessary
 - To take part in any project meetings to plan or review services, as necessary
 - To use own vehicle to transport service user to activities
 - To undertake any other duties consistent with the post
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