

## **MERTON MENCAP**

### **Personal Assistant**

### **Job Description**

<b>Title:</b>	Personal Assistant
<b>Responsible to:</b>	Projects Manager (Adults)
<b>Hours:</b>	14 hours per week over 2 days, by agreement  Additional hours required for training, supervision, meetings, by agreement
<b>Salary:</b>	£12.50ph
<b>Place of Work:</b>	Community based

**Merton Mencap has a strong commitment to equal opportunities. However, for this particular position, it is an occupational requirement that the appointed person is female. This is because the appointed person will be required to provide social care support that may be gender-specific, and to appoint a female is a proportionate means of achieving the legitimate aims.**

#### **Job Purpose**

To support a lady with autism to access activities in the community of her choosing

#### **Responsibilities/activities/duties**

- To work within Merton Mencap's standards, policies and procedures and code of conduct, in particular policies and procedures which relate to safeguarding vulnerable 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 consult CM (and her mother, where relevant) about the activities in the community she would like to do and to plan sessions accordingly
- To meet CM at her home at the start of the session, and accompany CM to an activity of her choosing, returning to the home in time for the end of the session
- To provide support and care to the in line with CM personal profile, care plan and risk assessment, and contribute to any updates
- To administer any medication in line with specific requirements

- To complete all relevant paperwork, in particular Session Records (with CM's input), 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 to CM (and her mother, where relevant) at the end of each session, communicating any important matters to them about the session
  - 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 a learning disability and autism, in particular training associated with safeguarding and health and safety
  - To be willing to undertake training in medical needs, moving and handling, personal care and challenging behaviour and, if required, 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 and volunteers
  - To be willing to work outside normal hours and to be occasionally contacted out of hours, as necessary
  - To take part in any project meetings to plan or review services, as necessary
  - To undertake any other duties consistent with the post
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