



Job Title	Personal Assistant	Service	Support
Location	Nottingham/shire	Travel Required	Yes
Contract Type	Casual/Zero Hours Contact	Pay – The Real Living Wage	Currently £9.30pr/hr April 2021 £9.50 pr/hr
Application Deadline	Friday 15 th January 2021	Interview Date	TBC – Video or In person depending on circumstance

Submit to	support@autisticnottingham.org
For further information please contact	Email info@autisticnottingham.org Skype (call, video or IM) info@autisticnottingham.org Call 0115 888 3223

Service Description

Since officially launching in 2019 the Autistic Nottingham Support Service has slowly been building up an interest. This began after many of the Autistic Nottingham Advocacy Service clients were requesting their support needs to be met by the same charity. Research into support services in the area showed that few were specialized in supporting our beneficiary's demographic; Autistic adults without intellectual disabilities.

We have partnered with a local company, Living Care, to create a specialized training course for Personal Assistants (PA). This is co-run by staff from Autistic Nottingham to cover not only the importance of the role of the PA but how to effectively support Autistic people who are not intellectually disabled.

All our active PA's are required to complete this course, have enhanced DBS checks and complete set supervision and CPD (Continuing Professional Development) targets to ensure that clients and staff are both being effectively supported.



Role & Responsibility

The role of the Personal Assistant (PA) can vary from case to case.

When we receive a new client, whether they are funded through social services as part of a support package or through self-funding, we send out a member of staff to complete an initial assessment. This initial assessment will build up a clear image of what the client's life is like and what areas of support they will require.

We use a care management system that links to an app that all PA's are required to download. This app allows PA's access to all their clients risk assessments, care plans and other important information. This app is also used by PA's to log what has happened in their session. No two clients of ours are the same, and our PA's are expected to understand that and how to adapt their support to match the individual needs, not a "one size fits all approach".

There is little administrative work required as part of this role. PA's are expected, as stated above, to complete session logs using the app provided. This app can update the service with any concerns, mile stones, safe guarding concerns .etc PA's are responsible to inform the support service of any bookings made directly with their client so the office has a clear calendar of when they are working and where. PA's are also responsible for submitting timesheets on a monthly basis in order to be paid on time.

We require PA's to complete 10hrs a year of CPD (Continuing Professional Development), which means additional training. We offer some of this inhouse and will fund certain courses (online and in person) PA's can attend. This is to ensure that staff are skilled and supported to an appropriate level, so they are able to effectively carry out their work and feel confident in doing so.

Knowledge and Skills Requirements:

E = Essential D = Desirable

Education and Qualifications	Level 2 Autism Studies (or above)	D
	Qualification in Care/Support	D
Experience:	Supporting roles or similar	E
	Understanding of Autism Spectrum Conditions in Adults (without learning disabilities)	E
	Understanding of the Equality Act (2010)	D
	Understanding of the Care Act (2014)	D
Skills / Aptitude:	Ability to travel independently	E
	Ability to work unsupervised	E
	Ability to manage own time effectively	E
	Basic Technology Skills (completing online timesheets, checking payslips online, email)	E
	Full UK Driving License	D

If you wish to apply, we request a copy of your up to date CV and a covering letter.

This covering letter should support your application, such as what skills, experience, qualities. etc that you possess that would make you suitable for the role.

Any further questions please do not hesitate to contact us via the channels listed at the top of this document.

