

<b>Job Title</b>	Personal Support Assistant
<b>Managed by</b>	Team Leader
<b>Hours</b>	Full time / part time £11.44 per hour
<b>Location</b>	Poole / Bournemouth

### Overall Purpose

To provide effective support to enable people with a learning disability, autism and/or physical disability to live their lives to the full.

### Key Duties & Responsibilities

- Provide an excellent level of support and care, taking time to listen to, understand and ensure the people we support remain the focus of your work at all times;
- Create and develop new outcomes for people we support to help them develop confidence and reach their full potential;
- Continually maximise the safety of people we support, staff and the community;
- Provide personal care with dignity and respect for the person supported;
- Provide support for daily living tasks to enable & promote independence, including ensuring individuals attend all medical & health care appointments, everyday money management and a healthy and active lifestyle;
- Perform basic household tasks including cooking, cleaning, washing, ironing and gardening;
- Assist/administer medication in line with Diverse Abilities' policy and training;
- Be accountable and responsible for the accuracy of administration, recording and reporting of medication;
- Support and encourage individuals to engage in social interaction appropriate to their needs and wishes;
- Attend all training courses and be accountable for your own learning and personal development;
- Maintain accurate daily records;
- Develop, maintain and respect good relationships with people we support, their relatives, health professionals and others involved in a person's life;
- Drive, respect and maintain the person supported's vehicle (if you hold a full UK manual driving licence), reporting any damage immediately;
- Participate in team meetings at a minimum of 80% over a 12-month period, one to one meetings every 6-8 weeks and performance review meetings every 6 months;
- Be flexible to work across all services;
- Participate in and provide sleep in cover and weekend cover in accordance with your contract.

Person Specification	
Qualifications	Criteria
<ul style="list-style-type: none"> <li>• Diploma Level 2 or equivalent</li> </ul>	Desirable (or willing to work towards)
<ul style="list-style-type: none"> <li>• Basic numeracy &amp; literacy</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Full UK manual driving licence</li> </ul>	Essential

Skills / Competencies	Criteria
<ul style="list-style-type: none"> <li>• Teamwork</li> </ul>	Able to interact and co-operate with people effectively; supports team decisions and puts group goals ahead of own.
<ul style="list-style-type: none"> <li>• Communication</li> </ul>	Able to express ideas effectively; organises and delivers information appropriately; actively listens.
<ul style="list-style-type: none"> <li>• Reliability</li> </ul>	Keeps to commitments; completes work in a timely & consistent manner.
<ul style="list-style-type: none"> <li>• Adaptability</li> </ul>	Adapts to changing work environments, priorities, and needs; able to effectively deal with change and diverse people.
<ul style="list-style-type: none"> <li>• Motivation</li> </ul>	Displays energy, enthusiasm and commitment in approach to the role; maintains high level of productivity & positivity.
<ul style="list-style-type: none"> <li>• Integrity</li> </ul>	Shares complete and accurate information; maintains confidentiality & meets own commitments; adheres to organisational policies & procedures.
<ul style="list-style-type: none"> <li>• Life skills</li> </ul>	Able to perform basic household tasks such as cooking, cleaning, washing, ironing and gardening.

Personal attributes & other requirements	Criteria
<ul style="list-style-type: none"> <li>• Empathy</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Compassion</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Pro-active</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Enthusiasm</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Self-management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Initiative</li> </ul>	Essential