**Job description – short term contract (initially 6 months, further 3 to be negotiated)**

This is a unique role and a real opportunity to make a difference in someone’s life.

Like many people the potential employer has been negatively impacted by the lockdown and the restrictions on everyday life. Her physical and mental health were already very challenging prior to the pandemic. She struggles with anxiety and severe sleep apnoea. The lack of sleep impacts on her memory and ability to do household tasks. The loss of social and volunteering opportunities over the last year has contributed to her struggles with her mental health which includes OCD.

She receives a package of care that largely focuses on personal care, getting up and ready for the day and some meal preparation. A programme has been designed to address some of the underlying issues that make life extremely challenging.

**The Support Plan   - see p2**

There will be initial discussions to develop the support plan together. The following table shows the areas of concern and hoped for outcomes. This will form the basis of the discussion. Input from the two PAs drawing on their experience and skills will be sought and welcomed but the plan must be driven by the employer's needs and concerns.

Addressing all these areas at once would be overwhelming so the timeframe allows for a progression through the areas, identifying priorities and the potential 'knock on' effects of each intervention.

This work would take place over the first few weeks as part of the induction process.  SMART targets will be designed for each area of concern so that progress can be properly tracked and adjustments can be made as required. This is a learning project and so each PA will develop targets for their own development that align with the programme and can be reviewed.

**Number of hours** - will be split 50:50 between the two PAs for the 6 months. The next three months will see the weekly hours reducing down and prior to this there will be a discussion and negotiation between all parties as to how the programme will be resourced e.g. ratio of split etc

|  |  |  |
| --- | --- | --- |
| **Area of concern** | **Supportive activity** | **Outcomes** |
| Sleep apnoea | * Establish a pattern of sleeping and waking * Tackle anxieties about sleep | She will -   * have a night time routine that enables her to sleep for 8 hrs a night in her bed * experience reduced anxiety about sleep |
| Diet and weight management | * Provide a structured meal programme * Improve nutrition and diet | She will -   * have regular meals that are balanced and nutritious * experience fewer stomach upsets and discomfort |
| Physical exercise and movement | * Guidance and support as to appropriate exercise * Getting out and about for fresh air and exercise | She will -   * have improved mobility and feel more confident as to appropriate activities and exercises * regularly get outside to go for walks and be in her local community |
| Mental health and well-being | * Supporting mental health through opportunities to talk * Developing and supporting strategies to reduce OCD behaviours * Finding information and resources and supporting her in their use * Accessing counselling and mindfulness | She will -   * feel better supported and experience greater confidence * have a range of strategies to reduce her OCD behaviours that she feels confident to use * be using counselling and mindfulness to help reduce her anxiety and addressing deep-seated worries and stresses |

**Qualities and attitudes:**

Experience of support work is not a requirement however, openness to learning, to taking direction as well as developing and using your own initiative is essential.

An awareness of the challenges for a supported person to give direction and instruction is important as are the qualities of patience, compassion, thoughtfulness and open-mindedness.

The employer is the 'expert' in her own experience; she wants things done in a certain way (as we all do) for a reason. She will endeavour to explain why on occasion but you must recognise this is how she needs it, so this is how it must be done. This does not prevent you from making suggestions which could benefit you both but initially getting to know the employer, how she is and what she wants is key to building a trusting and positive relationship.

The areas of concern are very challenging for the employer and some of the interventions will not be welcome and many will not be easy or straightforward for her to do. However, she needs and wants to commit to this programme. She will need to trust that her best interests are at the centre of what happens. This will require patient support to help her to make some changes to her routines and responses and to understand the impact of her apnoea on her processing and communication.

In addition, the employer is supported by her friend and her independent advocate. On occasion there will be times when they will be part of the conversation as to how best to support the employer and the programme.

The PAs must therefore, approach their work with compassion and a desire to minimise her distress, find ways to communicate as clearly as possible and not be defensive.

**Rota** - will be established at theoutset so that all parties know what is planned to ensure consistency and continuity but will require a flexible mindset from all.

**Induction training**- provided by the employer, supported by her friend who has extensive experiencing in managing her own PAs and her advocate who is a qualified practice supervisor.

**Supervision** - will be provided monthly for each PA

**Learning & Development -** This is a short-term contract designed to achieve a number of outcomes for the employer and offers the PAs an opportunity to draw on current skills, enhance those skills and develop new ones.

The Supervisor will therefore facilitate feedback sessions and will provide a detailed testimonial to support a reference from the employer at the end of the contractual period. 

**Requirements**

* An up-to-date PVG or willingness to go through disclosure process
* Right to residence in the UK for work and/or study for the entire period of the programme
* References from two sources

**Person specification – at a glance**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| A ‘can do’ attitude | Experience of Person-centred practice and principles |
| Openness to learning | A qualification/training in a therapeutic approach e.g. counselling or Allied Health professional training |
| Willingness to take direction and guidance | Experience of working with a disabled person |
| Ability to learn quickly and to take the initiative | Experience of supervision |
| Warm, compassionate and empathetic manner | Experience of and understanding of mental health issues |
| Reliable |  |
| Trustworthy |  |
| Good time management |  |
| Strong communication skills including ‘active listening’ |  |
| Patience and ability to work at the pace required by the employer |  |
| Good spoken and written English |  |

**Application Form for Job Reference BM2021**

Please complete the following application form as accurately and in as much detail as possible. Shortlisting for interview will be based on the information you supply on the application form read in conjunction with the job description.

Please do not send in the job description or a covering letter when returning the application form. If you require more room please use a separate piece of paper with the job reference and your name on it. As you write into the boxes they will expand. If you need to, please add further rows, as required.

**Personal Details**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address, first line. |  |
| Postal Address, second line |  |
| Postal Address, third line |  |
| Postal Address, Town. |  |
| Post Code |  |

**Declaration**

I agree that the information I have supplied in this application form is true and accurate to the best of my knowledge. I understand that any deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

(Please leave the signature and date blank if you are sending in the form electronically. If you are invited to interview, you will be asked to sign a printed out copy then.)

**Personal statement**

Please give a short description of your motivations and interest in applying for this role.

|  |
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|  |

**History of Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Educational Establishment** | **From** | **To** | **Qualifications gained** |
|  |  |  |  |
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**Work History (including voluntary work)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Position held** | **From** | **To** | **Main Duties and reason for leaving** |
|  |  |  |  |  |
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**Additional Information**

|  |
| --- |
| After reading the Job Description and Person Specification carefully, consider what skills, experience and qualities you have that are suited to this role. They need not have been gained in paid employment and may include special interests relevant to the role. Please describe here how your work and life experience make you a candidate for this role. |
|  |

**Work Availability**

The employer has support most mornings around her personal care. The focus for this work will therefore be mainly afternoons and evenings.

The role hours are 20 per week over a three/four day period. This will include two weekends a month. The rota will be agreed between the employer and the two PAs. Cover for holidays etc will be discussed with you but you will be expected to provide some contingency back up. (More detail will be given at interview)

Please indicate in the table below what times you would be available for work within the period of the day. If you are available for any time write yes or no if you are not available.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Morning from 7am (on occasion)** | **Afternoon from 1pm** | **Evening until 11pm** |
| Sunday |  |  |  |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

**Supporting information**

|  |  |
| --- | --- |
| Are you a member of the PVG Scheme? |  |
| PVG Membership Number |  |
| Do you have a full driving license that is valid in the UK? |  |
| Do you have the use of a vehicle? |  |
| If applicable, would you be prepared to use the vehicle for work? |  |
| When could you start work? |  |
| Where did you see this post advertised? |  |

**References**

Please write the names and contact details for two independent people who would be willing to provide a reference for you. One of them should be your most recent employer. Note that a telephone number is not sufficient.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship to you |  |  |
| Title of referee |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| postal address, town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |

**Closing Date: XXX**

**Application forms may be returned by email to:** [clairemedwards@hotmail.com](mailto:clairemedwards@hotmail.com)

**Ref:** PA recruitment in subject heading

**Or by post to:**

Claire Edwards

F5 6 Wharton Square

EH3 9FJ

**Ref:** PA recruitment on the envelope please

Please ensure that you have paid adequate postage to send any application forms by mail as we can’t accept the application otherwise.