



## **JOB PROFILE – Oakwood Personal Assistant**

Through the Rossendale Trust Oakwood Activity Service, our PA's will provide invaluable support to individuals and families empowering opportunities in the community.

### **PRIMARY OBJECTIVES**

The role of the Oakwood PA is to provide support on a 1:1 basis to individuals who access Oakwood who have a learning and some physical disabilities. As a personal assistant, you will play a crucial role in ensuring the wellbeing and quality of life for the people we support. This position involves supporting individuals on their chosen activities, to enable them to reach their potential. Depending on the individual needs of the client, the role may involve personal care and physical support, such as pushing a wheelchair. In addition, daily travel to and from a client's residence and their activity location may form part of the individual's needs.

The key responsibilities are:

- To support the individual in a person-centred way in whatever activity they wish to do.
- To encourage individuals in consolidating and developing their social skills.

### **PRINCIPAL ACCOUNTABILITIES**

- To fully understand and support the process of PA support for our prospective clients
- To fully understand the individuals needs and goals.
- Assist clients with personal care routines, including toileting and ensuring they are dressed appropriately for the day.
- Supporting individuals with meals and drinks
- Administering medications as prescribed and monitoring health
- Assisting with mobility
- Listening actively to clients' needs and concerns
- Supporting clients to engage in their chosen activities
- To support and encourage independence and help them to develop social, soft and hard skills.
- To liaise effectively with care staff, family members, colleagues and other professionals; working always in the best interests of the client.
- To develop and maintain excellent and effective relationships with all stakeholders; for example: families and carers.
- To build a thorough understanding of every aspect of the Trust's care provision services, including Supported Living and Worktaste services.
- To ensure that the Rossendale Trust is represented in a professional manner at all times.
- To work closely with the Day Service Manager and Day Service Team Leaders. To work as part of a team, attending team meetings and supervisions as required.



# Rossendale Trust

Supporting independent futures

The Rossendale Trust places the individuals we support at the centre of everything that we do.

Our values are built around the 5 Key Lines of Enquiry (KLOEs) defined by the Care Quality Commission, which form the basis of a CQC inspection, by asking:

Is this service: Safe; Caring; Responsive; Effective and Well led?

A Rossendale Trust PA is part of a team providing the highest standards of care and support to individuals in the wider community, ensuring they are treated with dignity and respect so that they can live a full and meaningful life.

## **QUALIFICATIONS/EXPERIENCE**

- NVQ or Diploma Level 2/3 or equivalent in Health and Social Care, or willing to train (desirable\*)
- Two years' experience of working in a similar environment (desirable\*)

\*Desirable only in recruitment context

## **ADDITIONAL REQUIREMENTS**

1. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check, with a check of the DBS Adults' Barred List.
2. New recruits are asked to sign up to the DBS Update Service.



## Person Profile

CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS</b>		
NVQ level 2 or equivalent	D	Certificate
<b>KNOWLEDGE AND EXPERIENCE</b>		
Experience in supporting adults with learning disabilities	E	Interview
An awareness of disability and the barriers faced by people with disabilities in the workplace.	E	Interview
Experience of writing Risk Assessments	D	Interview/application
Confident in the use of IT and office equipment	E	Application form
<b>SKILLS AND QUALITIES</b>		
Strong team player showing good interpersonal skills with the ability to communicate clearly and effectively when encountering a wide range of people and situations	E	Interview
Open minded with a willingness to learn and take advice, very flexible, adaptable and cheerful.	E	Interview
Physically fit and happy to walk in all weathers	E	Application form
A clear thinker with good problem-solving skills, self-reliant and can use own initiative.	E	Interview
Able to observe confidentiality at all times while treating people with dignity and respect	E	Interview
Excellent observational and record keeping skills - ability to judge, monitor and record clients progress and advise how to develop them further.	E	Application form and interview
Able to represent the Rossendale Trust out in the community and understand its basic aims and philosophy (training provided)	E	Interview
To observe and comply to the rules of GDPR (General Data Protection Regulations – Policy provided)	E	Interview
<b>ADDITIONAL REQUIREMENTS</b>		
Full drivers licence and use of own car with business insurance (RT will fund the business insurance if required)		
Willingness to drive trust vehicles if required (e.g. if client has accessibility issues and needs an adapted vehicle)		
Willingness to undertake 6 mandatory training sessions and complete the induction process		
Willing to have DBS check which will be funded by Rossendale Trust.		