

Personal Assistant Job Description

Vacancy Ref: 246

Location	Warminster
Hours	5 hours per week (Saturdays)
Payrate	£15.00 per hour (self employed PA only)
Holiday	N/A
Driving Licence	Essentials
DBS Check	Yes (This will be funded by the employer)

A bit about me:

I am a young Man who love cars, tech and Apple products. I enjoy the Playstation and games like Assassin's Creed and Call of Duty. I enjoy walking and watching films, clothes shopping and fashion. I am interested in 1950's music like Frank Sinatra etc. I like visiting National Trust properties and love History. I do struggle to make friends but I do like my social club. I am chatty but can be forgetful. I get apprehensive about visiting new places especially if the journey is crowded. I like trying new foods and drinks. I need help with anxiety or pacing/slowing down. I find it difficult to take in long, verbal instructions. I have two dogs, both Jack Russells. I have a EHCP which identifies all my needs or challenges. I am at specialist college full time.

About the role:

To support with 5 hours on a Saturday, anything of my choosing from shopping, cooking at home, going to the cinema or other activities. I would like to travel occasionally by local bus or train, assisting but not taking over the planning of a journey. The possibility of supporting for a voluntary role in the future.

The kind of person I am looking for:

A Friendly, bubbly person, patient. A Good listener and must be experienced in supporting/guiding young people who have autism but also help with anxiety. Experience with avoidance techniques. Being able to support with new situations or challenges but to try to encourage to have a go and to take onboard coping strategies as per speech and language plan. You must be good with teenagers/young people and have similar interests to mine. The activities need to be planned ahead and not on the day, feedback given to the family beforehand.

Application Form: <https://www.wiltspa-reg.org.uk/vacancies-board/>

Please note that this advertisement has been placed on behalf of an individual employer that we are supporting. Should your application be successful, and you are offered the position, you will be directly employed by the individual employer and not by the Wiltshire Centre for Independent Living.