**Leah Simmonds Introduction & Job Description**

Leah is a petite 33 year old young lady; she was born 6 weeks prematurely and had a difficult start to life. She has no labels.

This is a live in position and Leah’s companion will be provided with a bedroom with an en-suite shower-room.

We are a Jewish household and are traditionally orthodox which means that we only have kosher meat and fish in our house. Most other foods are allowed providing they don’t contain animal fat. We ask her companion not to bring in their own food as all food is provided for them.

The job is normally from Monday – Friday 5 days a week unless otherwise stated.

Leah has somewhat limited mobility, her balance is not great, she however can walk albeit somewhat awkwardly.

Leah is unaware of danger and must therefore be constantly supervised.

Leah has limited vocal output; however on getting to know her, she can make her needs and feelings known and her understanding is good.

Responsibilities include:

* The upkeep & cleaning of Leah’s room, her therapy room and the companion’s bedroom & shower room. These must always be kept clean & tidy.
* The washing, cleaning and care of Leah’s clothes etc.
* Tidying up & clearing any mess she makes in our kitchen, TV room or anywhere else in the house that she goes.
* The preparation and careful administration of Leah’s medicines as advised and following guideline notes.
* The advanced planning & preparation of Leah’s meals if not previously arranged and clearing up afterwards.
* On non-activity days an afternoon snack should be prepared in advance and ready.
* Shopping for any food or medicine that may be required.
* Phone calls and or appointments arranged with, and taking Leah to \*doctors/surgeries,\* hospital appointments therapists, the centre, etc. \*may result in the days timetable changing.
* Household shopping is sometimes required

On normal weekdays, Leah should be woken at 7.30 am. Prior to this her pills should be prepared and at hand to be taken with her breakfast.

She should be guided to her bathroom where she should be helped washing and brushing her teeth well.

She should be guided and helped getting dressed. When ready she should be helped going downstairs and go to the kitchen for breakfast by about 8.30am.

Care needs to be taken to ensure that all medicine have been taken.

Leah is then driven to the day centre she attends and handed over to the staff at the

Free time once all duties have been carried out.

Leah needs to be collected before 4pm from the day centre except on Fridays between September – April when she finishes just before 1.pm.

When she arrives home, she goes to the loo, cleans up and then on non-activity days goes to the kitchen for snack.

After tea, if no outside therapy/swimming, etc, is arranged, she would have a mix of home therapy including and possibly some free time with family or companion with TV, Books, Flash Cards, etc.

Dinner is normally at 7pm (by which time she needs to take her medicine) followed by:

* Bath
* Teeth brushed thoroughly
* Massage
* Physio
* Helped & guided with undressing.

Then to bed and lights out by about 8.30pm.

Often on Friday nights she joins the family for Friday night family get together, usually at her Aunt’s house. She stays there sometimes until about 9pm during that time, it’s free time. When she is ready to return home, she needs to be collected helped up the stairs, undressed, teeth brushes thoroughly, washed and to bed

Two years ago, Leah became asthmatic which means she gets a chest cough or a rattley chest.

Please note that the unexpected sometimes happens, for example Leah being unwell and having to stay home or the day centre might call to say she is unwell in which case everything has to be dropped and she needs to be collected as soon as possible and brought home. Her companion should therefore realise that in such circumstances, any personal plans that have been made for free time may need to be cancelled at short notice, this is very seldom.

Leah on very rare occasions can suffer “Absences” this usually occurs if she is generally unwell, overtired and maybe has a virus, etc. This is normally recognised by her becoming particularly quiet, looking to the left and walking with greater difficulty than usual. We have a set routine when this happens including Leah having medicine, the companion will have been give advice and training about this when she takes up her position. The above daily & weekend routines are for guidance, events & times can change and a degree of flexibility is a necessity in our lives.

**Summarising notes for Leah**

* Encourage her to be independent, don’t do everything for her!
* **Helping Leah walk** should be encouraged to walk as much as possible, however she must be supervised at all times.
* Supervising Leah going up and downstairs.
* **An important part of the job is communication**. Talking clearly to Leah all the time, and encouraging her to talk back.
* Explaining everything to her.
* Singing with her is also very good.
* Leah will co-operate more if she is always given plenty of information **in advance** about what she is going to do next. i.e. “We are going to bed in 5 minutes time” etc.

When we are not at home, we ask that the companion occasionally pops in to Leah’s room briefly after she has gone to bed to make sure all is well. She normally sleeps well without a problem.

**Meal Times**:

Leah can eat by herself under supervision and should not have more help than is necessary, she should be reminded not to overfill her fork or spoon.

Leah should be encouraged to assist preparing her food & help with simple daily life activities such cleaning, whenever time permits, so as to encourage her independence.

The companion should also take advantage of and use PECs and use flash cards to help with communication and offer Leah choices for everything in her day to day life, (training and advice given).

**Please remember Leah may be slow but she continues to learn**

No photographs of Leah or information about her may be taken out of our house without the permission of Leah’s parents

**Driving**

The carer/companion needs to have a good record relatively free of points or accidents

The carer/companion will be responsible for paying for any motoring fines. Leah has a Blue disability badge, this may only be used for driving Leah, picking her up, and dropping her off, so parking with Leah should not be a problem, however local parking laws need to be observed.

The carer/companion needs to ensure the car is never less than half full of petrol. The car takes 95 unleaded Petrol. The car should be regularly washed and the interior kept clean and tidy.

The car is only for use in connection with Leah shopping or doing errands for us but may be available for local personal use subject to the car not being required.

*V4. Last updated 12 February 2018.*