

Abstract

The aim of this thesis was to compare two positions in one particular organization with the help of an analytical job diagram that has characterized these posts in depth and structure, and to define the requirements and demands on both positions in turn summarizing information useful in the context of training programs or finding suitable staff for these positions .

The thesis is focused on a detailed analysis of the activities of a personal assistant and consultant , including claims of mental , physical and other disabilities.

The theoretical part deals with the subject of mental disability in general with emphasis on specific education and communication, that are key to promoting independent and complacent people with intellectual disabilities.

Furthermore, the theoretical part provides basic information about the above-mentioned organization and the methods they use when dealing with these issues, the output of which is shown in the job diagram.

This thesis is based also on work experience in Fose , o.p.s, as a personal assistant.