## Job Description & Person Specification

Job title: Personal Assistant requiredto provide support to a gentleman by helping him to get out and about, access the community and related services, to maintain motivation, and act as an advocate to the individual. Personal care required when health reduces independence.

Location: Bournemouth, BH8 area

# Job purpose:

To assist with a variety of tasks which will enable and assist the person who needs care and support to live their personal and social life according to their wishes and interests.

# About the individual:

The gentleman has very complex physical, and emotional health needs which impact on his ability to self-care, access the community, maintain motivation, maximise his health and engage with services.

These issues have affected how he engages with his family and have put a huge strain on the family dynamic.

The individual feels he cannot trust people, even his own family at times, so struggles to speak freely when at home.

The gentleman’s desired outcomes are to move forward in his life, lose weight and improve physical and emotional health.

**Rate of pay:** As self-employed, please provide rates on your application

**Hours of work:** 4 hours per week to access the community, days and times to be discussed.

# Main duties

**Social duties:**

* keep in touch and socialise with family and friends
* access the community and related services
* help with attending appointments
* help with engaging with health services

**Personal Care:**

* support to maintain nutrition whilst being mindful of diabetes diagnosis
* support with toileting if physical health reduces independence
* support with personal hygiene if physical health reduces independence
* support if unable to get up from bed

**Domestic duties:**

* Making use of the home safely

**These duties may vary from day-to-day**

# Qualities

* **Values**: honest, reliable, punctual, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, able to work alone, positive, willingness to travel, understands equality and diversity or has a good sense of humour.

**Skills, qualifications and experience**

**Essential:**

* If using a vehicle to transport the client appropriate vehicle insurance required
* confidentiality
* good at building relationships

**Preferred**:

* computer literate
* driving licence
* good communicator
* a good listener
* ability to support people with behaviours which challenge.

# Other Requirements

Essential:

* Provide evidence of self-employment such as Public Liability Insurance, Terms and Conditions, tax reference number.
* DBS Check will be required
* Legally Able to Work in UK