Job Description and Person Specification:

Job Title:Self-Employed Personal Assistant

Location:

The role is based in Southborne.

Job Purpose:

To assist with a variety of tasks which will assist the person who needs

care and support to live their personal and social life according to their wishes and

interests.

This role **does not** involve live-in or overnight support.

About the individual:

The client is an LGBT woman in her 40s. She loves nature, walks in it, foraging, when she’s well enough. She also likes audiobooks, board games.

She is multisystemically seriously ill. Her diseases include energy-limiting ones (including ME,) which cause her chronic fatigue, and allergic conditions. She is in chronic pain due to the diseases she has. She is not a wheelchair user.

Rate of pay:

This is a self-employed role. If applying, please state your rate of pay.

Hours of work:

5 hours per week, Monday-Friday. Preference for one 2 hour slot, and one 3 hour slot per week. Afternoons preferred. Some flexibility is possible.

Main duties:

- Simple food prep, and cooking.
- Light housework
- Support with admin.
- Help sometimes with running baths, but no help beyond that needed with bathing or showering.

- Occasional help with lacing shoes or boots.

Social duties:

-Help to get the client out and about socially, including for walks/drives/getting her out to engage with her hobbies, or when she isn’t well enough: sitting with her, and playing board games/cards. Understanding that sometimes she won’t be well enough for any of those things, and at those points, support with those other duties whilst she rests.

Personal care:

- Occasional help with lacing shoes or boots.
- Occasional help with running baths/showers, but no help with bathing or showering needed beyond that.

Domestic duties:
- Light cleaning, laundry, weekly laundry change.
- Food prep, cooking, blending.
These duties may vary day-to-day.

Qualities:

- Will be warm, patient, organised, a good communicator, a good listener, able to take guidance, a good timekeeper, self-motivated.
- Will be LGBT-friendly.

- Will be understanding of the need to be scent-free whilst in the role, due to the client’s allergic diseases.

Skills, qualifications and experience:

- Driving license
- Car, registered for business use, appropriate insurance

- Confidentiality

- Good at building relationships

Other requirements:

- 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