## Job Description & Person Specification

Job title: Self-Employed Personal Assistant – Weekends

Location: BH11 area of Bournemouth

# Job purpose:

We are looking for a self-employed Personal Care Assistant to work weekends to help and support a lady who has learning disabilities. The individual's physical needs are minimal; however, she is a vulnerable adult and requires support to continue to live safely at home and within the community.

# About the individual:

# The lady is a bright and bubbly individual who can hold a constructive conversation, she lives in a bungalow. The individual spends majority of her day in her lounge. The lady is supported by her two cousins. She requires a high level of reassurance, and it appears that there may be some compulsive behaviours. The individual lacks social etiquette and can view relationships differently, so it’s important the Carer/Personal Assistant is very conscious in maintaining professional boundaries with the individual.

Without appropriate care the individual is at risk of the following:

* Malnutrition and dehydration
* Decline if health and well-being
* Risk of infections and poor health, and inability to seek medical guidance
* Risk of exploitation and abuse
* Self-neglect
* Social isolation

**Rate of pay:**

As self-employed, please provide rates on your application.

**Hours of work:** 2.5 hours total, AM visits, 45 minutes and PM visits, 30 minutes Saturday and Sunday. Also, to be available to cover the main Personal Assistant hours should they be absent. Times to be discussed.

# Main duties *(these include duties when you may provide ‘cover’ for the other PA)*

**Social duties:**

* To help in maintaining safe relationships with friends and support accessing the community with friends to eat, drink, attend shows and social events as safely and independently as possible.
* Help to manage expectations of social contact and maintain safe relationships. To encourage and maintain individual's abilities to feel comfortable when alone.
* Support the individual to access the community to reduce the risk of harm or exploitation to the individual in the community by members of public.

**Personal Care:**

* Prompting in taking medications
* Applying prescribed creams when required, help to maintain a good level of personal hygiene and skin care.
* Help with being always clean and comfortable.
* Help to complete personal care tasks twice daily and more if required.
* Help and assistance with maintaining a dignified appearance, so to reduce risk of self-neglect.

**Domestic duties:**

* Supporting in cooking and serving nutritious meals and snacks
* Cleaning, changing linen, laundry, ironing
* Support and prompting to maintain a safe and habitable home environment

**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, understands equality and diversity and has a good sense of humour.
* **Specific requirements:** knowledge and experience of caring for someone with learning difficulties advantageous but not essential.

**Skills, qualifications and experience**

**Essential:**

* confidentiality
* good at building relationships

**Preferred**:

* computer literate
* good communicator
* likes cats or other pets
* a good listener
* ability to support people with behaviours which challenge.

# Other Requirements

**Essential:** paperwork required as evidence of self-employment status

* 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

**Job Reference** EM/ED/22351