## Job Description & Person Specification

Job title: Personal Care Assistant

Location: Bournemouth, BH11 area

# Job purpose:

# The purpose of the Personal Assistant is to provide administrative and personal support to a male individual we are supporting, helping them manage their daily tasks, schedules and responsibilities efficiently.

# About the individual:

Gentleman has a diagnosis of schizophrenia, for which he has previously been detained under the Mental Health Act. While he is currently stable, signs of individual's mental health deteriorating could be increased irritability or aggression, as well as paranoid or delusional beliefs.

Individual is quite isolated because of his health conditions; individual reports having no friends, and outside of his parents only seeing his uncle every few weeks for lunch. He is unsure whether he wants to build up friendships due to a history of being bullied but would like to explore community activities to get him out of the house on a regular basis, as long as he had the support to do this safely (Individual has a fear of falling over or fainting if he were to go out alone).

Individual has been living independently in a ground floor council flat.

The gentleman has been referred to the Support Time and Recovery Worker to help him get used to using the bus to get out, and to find activities he is able to take part in when a Personal Assistant isn't around to reduce his isolation.

**Rate of pay:** As a self-employed carer, please state your rates on your application.

**Hours of work:** 8 hours per week: To be spread across most days, except Saturday.

Days and times to be arranged between both parties. Flexibility in hours is acceptable e.g. some weeks 9 hours support may be needed, which can be taken back from the next week and only have 7 hours to do. Some areas may also need a higher level of support some weeks than others, e.g. more time for appointments and less for paperwork.

# Main duties

**Social duties:**

PA to support client to:-

* keep in touch and socialise with family and friends
* attend medical appointments.
* do hobbies such as walking, yoga or playing a sport or swimming
* attend social events such as music gigs or the cinema

**Personal Care:**

**PA to support client to**

* support with bathing or showering.
* administering medication
* Support with meal preparation and serving nutritious meals
* performing exercises or rehabilitation routines
* Emotional support and companionships
* Household tasks related to personal care, such as laundry and keeping living areas tidy

**Domestic duties:**

* General tiding up sweeping, mopping and wiping surfaces
* Support with grocery shopping or Online shopping or running errands.
* cleaning, changing linen, laundry, ironing

**Administrative support**:

* Support with health and other essential Appointments,
* forms/bills, ordering online shopping,
* going through post and taking action as needed.
* PA to also check blister packs to ensure Client is taking his medication as prescribed.

These duties may vary from day-to-day

# Qualities

* **Values**: for example, 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.
* Specific requirements: for example, someone with an understanding of a mental health condition, or has a shared language or customs.
* Other: for example, due to the nature of this role including medical/personal care the individual will be considering male applicants only.

**Skills, qualifications and experience**

**Essential:** The following is a list of essential skills, qualifications, and experience that personal care assistants need to have,

* Driving licence
* car and appropriate insurance
* Knowledge of Schizophrenia and other mental health condition
* Able to swim.
* Nursing qualification
* Confidentiality
* Good at building relationships
* Good communication skills.
* Experience in working with Mental health clients

**Preferred**: **Desirable skills, qualifications and experience that a personal assistant to have:**

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

# Other Requirements

**Essential**: If self-employed mention here the 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