

## **Job Description & Person Specification**

**Job title: Personal Assistant (self employed)**

**Location: BH 10 area of Bournemouth**

**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: (*in his words...*)**

I have Aspergers' and find some daily tasks challenging. I want to be able to live independently, I currently live with my mother and two cats, but need to find my own way in life.

Some days I am very motivated and then other days I don't want to get out of bed. I have forgotten to attend medical appointments because I have no motivation for the day. I struggle to sleep at night and consequently am tired during the day.

I find budgeting difficult and managing on benefits is challenging. I have previously worked and my then PA acted as my job coach when there were difficulties in the workplace. I have tried to find another job but if I do get an interview, I don't get a job offer.

I want to be able to manage my money, plan meals and look after myself.

I have epilepsy which means I cannot drive although I did take lessons when I was 18 years old. At school I had a statement of educational needs due to mild learning difficulties.

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

**Hours of work:** 4 hours per week. Days and times to be agreed.

**Main duties**

**Social duties:**

- keep in touch and socialise with family and friends.
- attend medical appointments.
- find activities to do during the day.
- attend social events such as music gigs or the cinema.
- attend work if I can find a job.
- Learn how to budget my money.
- Plan meals I can cook.
- Plan a schedule for tasks such as laundry, housework and general looking after myself.

**Personal Care:**

I can manage personal care although sometimes do need reminding to shower.

**Domestic duties:**

- support with grocery shopping,
- cooking and serving nutritious meals and snacks
- cleaning, changing linen, laundry, ironing

These duties may vary from day-to-day

**Qualities**

- Values: for example, honest, reliable, non-judgemental, ability to build good relationships based on trust and respect, flexible, adaptable, easy going, a good sense of humour.
- Specific requirements: someone who understands Aspergers'.

**Skills, qualifications and experience**

**Essential:** list the essential skills, qualifications and experience that personal care assistants need to have, for example:

- driving licence
- car and appropriate insurance
- confidentiality
- good at building relationships
- experience of supporting with job applications

**Preferred:** list the desirable skills, qualifications and experience that you would like your personal assistant to have, for example:

- computer literate
- good communicator
- likes dogs or other pets
- 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