## Job Description & Person Specification

Job title: Self-employed personal assistant

Location: Bournemouth (Lansdowne)

# Job purpose: To assist with a variety of tasks which would support my independence and help me to navigate daily life

# About the individual:

# I am a disabled man who lives alone. I enjoy cooking, art, crafts, music, and reading. I have M.E. and hypermobility which cause me a lot of pain, weakness, dizziness, fatigue, and headaches. I use a crutch to help me walk when out and about. I am also autistic, which causes difficulties with socialisation and communication, sensory sensitivities, and emotional dysregulation. I also struggle with depression, anxiety, and agoraphobia. These conditions combined mean that I find a lot of daily care and domestic tasks difficult, and I am looking for someone to help me with this.

**Rate of pay:**

As self-employed, please provide rates on application.

**Hours of work:**

8 hours a week. There is flexibility of how these 8 hours would be scheduled across the week, which can be discussed and agreed upon after application.

# Main duties

A significant portion of this role involves **domestic care tasks** including but not limited to:

* Washing up
* Laundry and changing bedding
* Sweeping and mopping
* General cleaning

**Shopping outings** and other errands are a crucial part of this role, which would involve driving me to supermarkets and helping with the shopping, driving to pick up prescriptions, being driven to/from appointments (when it fits with hours), and other outings.

**Check-ins** –checking in with me whether I have recently eaten, showered and changed clothes, taken my medication and gentle reminders/encouragement to do these things.

Other duties may include help with planning and cooking meals and help with admin tasks such as phone-calls.

Duties may vary day-to-day as my symptoms and needs fluctuate.

# Qualities

I am seeking a PA who is reliable, punctual, a clear communicator, and willing to learn about and adapt to my conditions. I am looking for someone who can be approachable and friendly without sacrificing professionalism. Ideally, my PA would be happy to chat, build rapport with me and provide companionship alongside/in addition to their duties. It is essential that my PA would be non-judgmental and accepting of the LGBTQ+ community and individuals.

**Skills, qualifications and experience**

**Essential:**

* Driver’s licence
* Car and appropriate insurance
* Communication skills
* Good time management
* Fluent English speaker
* Respectful, not patronising attitude
* Ability to manage professional boundaries
* Healthy approach to work-life balance

**Preferred**:

* Existing understanding of mental health issues and the autism spectrum
* Knowledge of health/mental health, social care, and housing services to assist me in navigating these – or the willingness to learn!
* Prior self-employed experience, comfortable with managing your time and invoices

# 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