## Job Description & Person Specification

Job title:  **Self-Employed or directly employed Female Personal Care Assistant**

Location: **Bournemouth** **BH6 area**

# Job purpose:

The role is to assist the individual in everyday living, including support with personal care, attending social events and work commitments.

The individual requires physical assistance to achieve her goals and progress in her career.

She has a passion for sport and looks for opportunities, either volunteering or paid, to inspire the next generation to become more active and develop more social connections.

# About the individual:

The individual has Cerebral Palsy and is a semi-permanent wheelchair user. She can walk around her home and for her jobs. She uses a wheelchair for out in the community.

The individual receives social care funding to support her for 6 hours a day and the Personal Assistant will be an addition to her team. The lady lives in an adapted bungalow on her own.

She enjoys being physically active and supporting her in exercise is essential, such as frame running. The lady runs a local Boccia club and will require support with this.

**Rates of pay:** £11.50 per hour for employed PA. Self-employed candidates please provide rates on your application.

**Hours of work:** Monday and Friday, 2 days per week, 7am to 1pm, 6 hours per day, total 12 hours per week.

# Main duties

**Social duties:**

* Socialising with friends and family.
* Support with sports activities
* Attending appointments
* Support with administrative tasks such as responding to emails and social media posts

**Personal Care:**

* support with bathing or showering
* shaving & teeth cleaning,
* dressing
* eating
* performing exercises/physiotherapy

**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: 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**: an understanding of working with people with disabilities
* **Other:** due to the nature of this role including medical/personal care the employer will be considering **female** applicants only.

**Skills, qualifications and experience**

**Essential:**

* driving licence to drive my van
* good level of fitness
* confidentiality
* good at building relationships
* specialist communication skills, for example, British Sign Language or Makaton, or a willingness to learn them.
* computer literate
* good communicator

**Preferred**:

* likes dogs or other pets.
* a good listener
* can work with children and others with additional needs.
* drive long distance with breaks.

# Other Requirements

**Essential:** Self-employed carers are required to provide the following paperwork as evidence of self-employment status.

* Provide evidence of self-employment such as Public Liability Insurance, Terms and Conditions, tax reference number.

**For all successful candidates**:

* DBS Check will be required.
* You must already legally be Able to Work in UK