## Job Description & Person Specification

Job title: Self Employed Personal Assistant

Location: Bournemouth BH11 (Wallisdown)

# Job purpose:

To assist with a variety of tasks which will enable the person who needs care and support to maintain a habitable home environment and mitigate the risk of significant self-neglect to enable them to remain living independently, maintain their wellbeing and live their personal and social life according to their wishes and interests.

# About the individual:

A mother and Grandmother, heavy smoker, likes cats (previously had 2).

Has an established mental health diagnosis, has Type 2 Diabetes, is independently mobile in the house however uses a rollator when accessing the community (falls risk).

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

**Hours of work:** 2 hours of work per week – day and time to be mutually agreed.

# Main duties

* **Domestic tasks and duties:** Ongoing support to maintain a habitable home environment by supporting with all domestic tasks including cleaning, changing bed linen, laundry and waste disposal. Requires specific support in maintaining the kitchen, bathroom and bedroom, and any other daily living activities as identified in supporting to maintain a 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, adaptable, able to work alone on own initiative, patient, resilient and motivated to support.

**Skills, qualifications and experience**

**Essential:**

* Professionalism
* Able and willing to build a rapport
* Excellent communication
* Patience
* Resilience
* Physical ability to undertake domestic tasks.

**Preferred**:

* Experience in working with people that have serious mental illness
* Experience of working with people who have a history of significant self-neglect
* Health and Social Care experience.

# Other Requirements

**Essential:** As self-employed, the following paperwork is 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