## Job Description & Person Specification

Job title: Personal Assistant / Support worker

Location: Kinson, Bournemouth

# Job purpose:

To assist with a variety of tasks which will enable the person who needs care and support to live their personal and social life according to their wishes and interests.

# About the individual: *(as written by them)*

I am a male, full time, wheelchair user. I’m in my mid 40s but still very active. I volunteer to teach computer skills twice a week at Kinson Library, 1 mile drive away from my home. I live with my wife who works full time. I have a cat and chickens and like spending time outdoors in the fresh air. I like my house to be clean and tidy but I don’t have the physical ability to do this myself.

I have a condition which affects my balance and coordination so it can be difficult for me to pick things up and carry them around.

**Rate of pay:**

£10.42 (rising to **£11.44** on 1 April 2024.)

**Hours of work:** 13.5 hours a week: 12:30-4pm Monday and Tuesday (7 hours) and 11am-12/12:30pm on 5 weekdays (6.5 hours). These hours are fairly flexible and vary depending on availability. The only fixed period is to attend Kinson Library volunteering sessions from 2-3/3:30pm on Monday and Tuesday (plus half an hour to travel to and fro). **I am happy to have different people for the different times if you have other responsibilities.**

# Main duties

**Social duties:** support to:

* attend Kinson Library to volunteer on Monday and Tuesday (2pm-3pm although often runs a little later). This includes driving me to the library and helping me and my wheelchair in and out of a car.
* keep in touch and socialise with family and friends
* attend occasional medical appointments/collect prescriptions
* do exercise – accompanying me as I wheel around the block
* attend social events such as the cinema

**Personal Care:**

* helping me to stand in my standing frame for 30 minutes a day

**Domestic duties:** for example,

* making and serving hot drinks and snacks
* cleaning, changing linen, laundry

These duties may vary from day-to-day

# Qualities:

# Values: patient, ability to build good relationships, flexible, adaptable, easy going, able to work alone, positive, has a good sense of humour.

**Skills, qualifications and experience**

**Essential:**

* driving licence
* car and appropriate insurance

**Preferred**:

* good communicator
* likes cats
* a good listener

# Other Requirements

**Essential:**

* DBS Check will be required
* Legally Able to Work in UK