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| **Job Title:** | Personal Assistant/Support Worker | | | **Ref: EMJC** |
| **Location:** | Bournemouth, BH10 area | | | |
| **Hours per week:** 2 hours in term time and  1 additional hour during holidays, plus one 24 hour respite period permonth | | | **Rate of Pay:** Please provide your rates of charge with your application | |
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| **Nature of role:** | | To assist with a variety of tasks that will support the individual to live an independent social life.  For the individual to be able to access the community safely and behave appropriately; so that, the Client is not vulnerable to the actions of others. | | |
| **About the client** | | We are looking for a self-employed Personal Care Assistant to provide support to the individual who is diagnosed with Autism Spectrum Disorder and has severe complex learning difficulties.  The gentleman is a personable, caring young man, with a vivid imagination and strong desire to form sustainable and reliable relationships.  The individual requires support to develop skills and awareness in respect of appropriate boundaries. In doing this the individual will be able to engage in meaningful relationships, allowing himself to integrate further into the local community. | | |
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| **Times and days of work** | | Times and days to be confirmed. | | |
| **Personal Needs** | | * Helping the individual to work on a plan and routine for him to become more independent in undertaking his own personal care. * Support and prompting to complete personal care tasks. * To continue in developing life skills in respect of nutrition to equip the individual to live independently in the future. | | |
| **Domestic needs** | | * Help in maintaining a safe and habitable home environment. Develop life-skills to enable him to live independently in the future. | | |
| **Social needs** | | * Help in managing the individual’s social interactions to ensure those around him and himself are safe. To increase his social interactions to develop his safety skills and social skills. * Developing and maintaining family or other personal relationships. * To help and encourage social activities outside the home. * Help in accessing and engaging in work, training, education or volunteering. * Making use of necessary facilities or services in the local community. | | |
| **Person Specification, Qualifications and Experience:**   * I am looking for someone who is trustworthy, friendly and holds a supportive attitude. * Has patience and good communication skills. * Experience of dealing with Asperger’s/learning disabilities would be useful but not essential * Be physically able to assist me with moving/handling (using equipment provided) * Have previous experience of moving and handling people (e.g. Hoists, glide sheets) would be useful but not essential as training will be given. * The successful candidate will be asked to complete an Enhanced Disclosure Barring Service check * A full valid driving licence and access to a car is essential for this role * It is important that the successful candidate has a good sense of humour | | | | |
| **The person required will be expected to:** | | | | |
| * Understand the importance of following the client’s expressed needs or wishes. * Have general good health and fitness to undertake tasks required. * Be flexible in attitude and approach. * Have a flexible approach in availability on occasions when needed e.g. Employer’s appointments. * Be respectful of the home environment and of other members of the household. * Appreciate the importance of confidentiality. * Hold a non-judgemental attitude to the employer’s values and beliefs. * Maintain the dignity of your employer when undertaking tasks. * Undertake any duties which are reasonably allocated and fall within the scope and responsibility of this job. | | | | |
| **Flexible approach is vital. Any change or variation to this job description will be**  **decided by joint discussion between the employee and the employer.** | | | | |

**To apply: Please apply online or contact the BCP Direct Payments Advice Service at**

**[dpadviceservice@bcpcouncil.gov.uk](mailto:dpadviceservice@bcpcouncil.gov.uk) or call us on 01202 123961**

**The BCP Direct Payments Advice Service is a support service for individuals who are living independently in the community and is not the employer. You will be employed by the individual concerned.**