## Job Description & Person Specification ZB/RB

Job title: Self-Employed Personal Assistant

Location: Bournemouth (Lansdowne) BH1

# 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 young disabled man who lives alone. I enjoy cooking, art, crafts, music, and reading. I have M.E. and hypermobility which cause physical limitations and I use a crutch when out and about. This also causes me a lot of pain, weakness, dizziness, fatigue, and headaches. 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 your rates with your application.

**Hours of work:**

2-3 days each week with up to 2.5 hour visit each time (up to 5 hrs a week maximum) depending on tasks. Flexibility of days and hours to discussed/agreed upon after application.

# Main duties

Most duties involved are **domestic care tasks** including but not limited to:

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

**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.

**Shopping outings** and other errands would also be crucial, this would involve driving me to supermarkets and helping with the shopping, driving to pick up prescriptions or other outings.

Other duties may include help with planning and cooking meals.

Optional duties if insured to do so – dispensing/helping manage medications.

Duties will likely vary day-to-day.

# Qualities

I am seeking a PA who is reliable, punctual, non-judgmental, accepting of LGBTQ+ community/individuals, a clear communicator, friendly and down to earth, and willing to learn about and adapt to my conditions. Ideally, my PA would be happy to chat, build rapport with me and provide companionship alongside/in addition to their duties.

**Skills, qualifications and experience**

**Essential:**

* Driver’s licence
* Car and appropriate insurance
* Good communicator
* Fluent English speaker
* Respectful, not patronising attitude

**Preferred**:

* Existing understanding of mental health issues and the autism spectrum
* Good time management
* Provide documentation to show ability to assist with medication – if applicable

# 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