

Personal Support Assistant – Stowmarket

Job Reference	5009
Job Title	Personal Support Assistant
Location	Based from my home in Stowmarket, though this job will involve travelling (mileage reimbursed)
Main Purpose	To physically support a wheelchair user mother of two with day-to-day activities and appointments
Hours and Rate of pay	Up to 10 hours with more hours available, £12.50 to £14.50

A little about me...

Hi! I am looking for a flexible, energetic, up for almost anything Support Worker. A person that can fit into my extended family of [P.S.As](#) (and my genetic family) and continue my ongoing independence. I'm a busy mum of two and I work hard so I need someone that can keep up but then also be around to do the boring waiting bit; happy to support me as a mother and my amazing young primary school aged children. I need support with daily living: shopping, appointments, housework, visiting friends, some childcare support and evening bedtime support.

A bit about me! I am a busy mum and working 4 days a week in education as a BSL communicator and professional artist living in central Stowmarket. I have a partner and two young children and generally I have a very positive, independent outlook however I need support around the house, going out and evening bedtime routine. I also need to be told to stop and have a rest!

I use a power wheelchair and I am tetraplegic, I need support with moving transfers from wheelchair to bed, floor, sofa and car, I need more guidance than actual lifting. (I do not require any personal care, but I need help un-dressing).

When travelling in your car I use my manual chair that I need to be pushed in – it is lightweight and fits in most 5 door cars.

This is a very varied supporting role, I love to involve my children in Art, local events, being outside, exploring new places. I need you to have some flexibility with working hours (evenings and weekends term time and someday time in school holidays). I am also looking for someone that can be flexible to cover other PSAs holiday or activities further afield. Please don't let it put you off applying.

You need to be a car owner and driver and someone who is happy to travel to multiple locations. Mileage expenses are paid at 45p per mile.

Person Specification
(refer to this when submitting your application)

Essential Criteria

Desirable Criteria

Female required due to personal care*Schedule 9, P1 of the Equality Act 2010 applies

1. Access to own vehicle suitable to accommodate my small non-folding wheelchair and two car seats (a small/standard size family car should be fine)
2. Enjoys working with young children
3. Willing to learn and blend
4. Punctual and well-organised
5. Professional and patient approach
6. Willing to 'step back' and facilitate independence
7. Confident and safe driver, who is happy driving for longer distances
8. Able to support me during term times and school holidays
9. Flexible approach to working times with the ability other provider cover for my other PSA's one Vice Versa
10. Reliable and trustworthy
11. Able to assist with light transfers

1. Experience in care/ support/Personal Assistant work
2. Experience with younger children.
3. Experience with a power and manual wheelchair and handling
4. First aid qualifications or experience of seizures would be benefit us all.
5. Knowledge of PEG and bolus feeding
6. Knowledge of administrative medication
7. Knowledge of seizures
8. Doesn't transport pets in the car (due to my allergies)
9. Non-smoker/vaper
10. Enjoys a fit and healthy lifestyle

Main Duties

Although this job description is correct at present, it may change from time to time after negotiation with the post holder.

1. Physically supporting me (e.g. lifting my wheelchair into a car, pushing me in my wheelchair, carrying or lifting bags or similar when necessary)
2. Supporting me with my children e.g. car seats and ensuring they are safely trapped in.
3. Keeping me and the children safe during a seizure (training provided)
4. PEG feeding, bolus medication (training provided)
5. Assisting me when out and about as well as "Mum jobs clos", my appointments, helping me to visit friends and family.
6. Support around the home (e.g. light housework and evening support with medication and getting into bed)
7. Food prep alongside me
8. Refilling medication and PEG feed and equipment.
9. Occasional day trips - more often in the school summer holidays.

Terms and Conditions

Hours of work	Up to 10 hours with more hours available.
Time of work	Varying times by prior arrangement, to include mornings, daytime and evenings.
Days of week of work	To be negotiated (up to 10 days in advance).
Flexibility of hours	You will always know your rota approx. 10 days ahead of schedule and I will also try to take into account any appointments you may have. There will also be occasional hours to cover sickness and annual leave of my other Personal Assistants.
Expenses	You will be reimbursed any expenses incurred as part of the role. You will be paid mileage at a rate of 45p per mile (not including travel to/from work).
Annual leave	The annual holiday entitlement for this position will be equivalent to the work which would normally be done during 5.6 consecutive weeks.
Background Checks	A satisfactory Enhanced Disclosure & Barring Service (formerly Criminal Records Bureau) check is required for this position of which I will organise. You will be required to provide details of two referees, one of which must be your current or most recent employer, or character referees if you have not been employed. I will only contact these if you are offered the position.
Trial Period	This post is subject to a probationary period of 6 months.

How to apply

If you wish to apply for this position, please complete an application form, quoting the job reference number **5009** and return to SIL.

Please refer to the job description, when completing your application form.

Online form: <https://www.suffolkindependentliving.org.uk/application-form-1>

Email: suffolk@silmail.org

Telephone: 01473 603876

Post - Address: SIL, Unit 9, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD