

## Female\* Personal Assistant required in Stowmarket, Suffolk

16 hours available per month

£11.44 per hour

Job reference: 4997

### Job description

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

### Job purpose

To support a little girl with complex needs in the family home in Stowmarket.

### About the role

Female\* Personal Assistant required to support a little girl with complex needs in Stowmarket. The role will be home based initially, trips out from home or accompanying family out are a possibility in the future, following full training of the little girl's needs. Further information about the little girl and her needs will be discussed at the point of interview.

The family are looking for a patient and fun Personal Assistant who is happy to get stuck in playing games and singing with the little girl. Allowing the family the opportunity to recharge their batteries.

Must be 100% comfortable with a large dog as it's a trainee assistance dog. There are other pets in house that are furry and scaly but there will be no need to be near them unless you want to! But must be aware they are there. She also has two teenage brothers.

### Main Duties and Responsibilities:

- Care in the home initially
- Communicating in British Sign Language
- Playing games, singing songs and having fun!
- Commitment to train to do medical procedures as required (once trained) and give medication if required
- 1:1 care – once fully trained
- Days out – once fully trained
- Flexible to support if family emergency arises in future, includes possibility of overnights

### Personal Specification

*(refer to these when submitting your application)*

### Essential Criteria

- Female required due to personal care \*Schedule 9, P1 of the Equality Act 2010 applies
- Nonsmoking
- Patient and happy personality a must

- Flexible and willing to learn a must
- Committed and reliable a must
- Courteous to other household members
- Ability to follow instructions but also to problem solve
- Understanding the importance of confidentiality for all household members

### Desirable Criteria

- Knowledge of using feeding tubes advantageous or a nursing background but training available to right person
- British sign language advantageous or willingness to learn
- Lots of energy advantageous
- Ability to drive advantageous

### Summary terms and conditions

- Hours, days and times of work: 16 hours available per month. Hours to be worked at weekends. Shifts are flexible to be agreed with the successful candidate.
  - Ideally, they would be 2 x 4-hour shifts plus 1 x 8-hour shift per month.
  - At the least, the family would be looking for 1 x 4-hour shift and 1 x 8-hour shift per month or during school holidays there would be a possibility of overnight support (once fully trained and happy to care for the little girl without assistance)
- Pay rate: £11.44 per hour
- Annual leave: The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
- Expenses: You will be reimbursed for prior agreed expenses incurred as part of the role.

### The post is subject to the following

- Background check: A satisfactory Enhanced with Barred List(s) Disclosure and Barring Service check is required for this position.
  - *If you have been convicted of a criminal offence, please send these details to SIL in a separate email or in a sealed envelope together with a stamped addressed envelope. This will not be shared unless you are shortlisted for the post.*
- References: If successful, you will be required to provide details of two referees, one of which must be your current or most recent employer, or character references if you have not been employed
- Trial period: This post is subject to a probationary period of 3 months.

### How to apply

If you wish to apply for this position, please complete an **application form** and return it to SIL, quoting the job reference number **4997**.

**Please refer to the job description.**

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

**Email:** [suffolk@silmail.org](mailto:suffolk@silmail.org)

**Telephone:** 01473 603876

**Post - Address:** SIL, Unit 21, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD