**Female\* Personal Assistant in Ipswich**

**Job Share considered**

**Job Reference 5014**

**25.75- 30.25hpw**

**£12.70 per hour weekday shifts & £14.50 per hour weekend shifts**

Tuesday 4.45pm to 7.45pm

Weds 5pm to 8pm

Friday 7am to 9am & 2pm to 6pm

Saturday 8am to 1pm

2nd & 4th Sunday of the month 8am to 12.30pm

Relief shifts optional

**About Me**

I am a young person with a physical disability, and I am neuro diverse. Since completing my university education, I am actively involved in my local community; I volunteer for various causes and organisations. I am also involved with my church and actively contribute to their activities. I have a budgerigar who often is out flying in my main room and who provides me with entertainment and company. I really enjoy dancing and a range of musical genres. I have recently started to attend a class at my local dance studio and go to a specialist gym weekly. I find tenpin bowling a positive pursuit as well as regularly attending my local cinema, watching a range of films. I will need help getting to and back, attending or managing these activities. So ideally need someone with a clean driving license and car. I am vegetarian and cook accordingly and really enjoy, with help, making my favourite soups and curries.

**About the Job**

I need someone who is totally reliable, who will provide the support I need to live in supported accommodation, to get out and about, and be as independent as possible.

**Person Specification**

Here is the type of person I am looking for to support me. These qualities are divided into ‘essential’ and ‘desirable’. **Please refer to them when completing your application.**

Essential

* Someone with the ability to help, but not take over as the main aspect of this job is to allow me to be independent.
* Someone who is trustworthy, honest and reliable.
* Someone with a common-sense approach and a mature and responsible attitude.
* Someone who is able to work to a rota, but with flexibility to change shift pattern if commitments change.
* Someone who is able to deal with health conditions without a fuss and in a practical and sensible manner.
* Driver with own car and clean license.

Desirable

* Someone with a local knowledge of Ipswich who can suggest new activities.
* Someone with an understanding of disability and its effects.
* Someone who can cover shifts if my other assistants are unavailable (notice given where possible).

**Rota and Responsibilities**

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

Tuesday 16.45 to 19.45

Wednesday 17.00 to 20.00
Friday 07.00 to 09.00 and 14.00 to 18.00

Saturdays 08.00 to 12.30

Sunday 0800 to 1230 (usually 2nd and 4th Sunday of the month shared with existing PA.)

Please on your application state which shifts you are available to do.

**The job will include:**

* To drive and/or accompany to and from an outing of my choosing for example shopping and volunteering.
* Activities attended may vary over time but require PA to have clean license and car use.
* Supporting me with all aspects of dressing/undressing including footwear and splints.
* To assist with TENS like machine when required – training and support provided.
* Supporting me with personal care – assisting in shower, dental care etc. Brush hair and braid/arrange.
* Support to prepare and then clear up after meals; With support I prepare food from scratch. When appropriate helping to prepare a packed lunch.
* Supporting me to be ready on time to go out/attend activities.
* On Fridays attend gym session in Colchester area so PA working on Friday needs to be have clean license and car.
* Walk with me to local places around Ipswich.
* When going out, to help find the route, carry bags, and to help me make use of public transport.
* Help me keep clothes washed, ironed and room tidy.
* Assisting me to find things and to support me in cleaning my flat. Organising things so they are available for me the next day (clothes, medication, packed lunch if required etc.)
* Occasionally meet with myself and my other support staff for shift planning etc.
* I self-administer my medication and will ask for support when needed

**Other Notes**

* Before starting the role, the successful candidate will have an opportunity to complete a shadow trial shift with an existing carer to check the position works for everyone.
* I use a wheelchair occasionally, however, as I am not good at self-propelling, I will need to be pushed. I live in non-smoking accommodation therefore the successful candidate cannot smoke during work time.
* I will occasionally arrange for myself, and all my support team to meet for planning and rota purposes.

**Terms and Conditions**

Pay Rates:

* £12.70 per hour weekdays
* £14.50 per hour weekends
* Mileage of 45p per mile when car used for outings

Hours of work:

* The expectation is that the advertised shifts may be covered by more than one successful candidate. Please state clearly in application the shifts you are prepared to cover.

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.
* Annual Leave to be planned and agreed in advance.

Background Checks:

* A satisfactory Enhanced Disclosure and Barring Service check is required for this position.
* If your application is 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.

Expenses

* You will be reimbursed for expenses incurred during the role.

Trial Period

* This post is subject to a trial shift and probationary period of 3 months.

**How to apply**

If you wish to apply for this position, please complete an application form and return to SIL quoting reference **5014**

**Online form:** [https://www.suffolkindependentliving.org.uk/application-form-1](https://url.avanan.click/v2/___https%3A//www.suffolkindependentliving.org.uk/application-form-1___.YXAxZTplcXVhbGxpdmVzOmE6bzo0ZjE3NGJiYWZiY2M0MWVlOWRlZTNjNTdiOWI3NTlhYTo2OjJiNmI6Y2RmYjQ3OWU1NDc1ODI0YjU2NWVmNGE1OWU3MWJhNWFmM2Q2ZjY3NTlkOTFmYmRiMzFkZmI3Y2E2ZTRmZTFiODpwOlQ)

**Email:** suffolk@silmail.org **Telephone:** 01473 603876

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