

Personal Assistants required in Reydon near Southwold

Up to 30 hours available per week*

Additional hours may be available to cover sickness, holidays, etc.

£20.00 per hour

Job reference: 4936

Job description

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

About me

I'm a 30 year old Male living in Reydon, Suffolk at present. (subject to change in the upcoming months)

Looking for experienced Personal Assistants/Career Carers for work in a private care setting.

Currently crutch bound, and a part-time wheelchair user, I'm looking for assistance to help me regain a more "independent/normal" life.

Rugby lover, fishing enthusiast, avid gamer and all round extreme sports enthusiast, so a desire to escape the world, is a must!

I have a myriad of health issues, including; Autism, ADHD, PTSD, Fibromyalgia & Joint Hypermobility Syndrome.

I'm looking for someone down to earth, to help push me towards my goals and a semi-normal existence.

I have large, but friendly Dog that has some medical issues, who's been my support animal since late 2017 (he's now 15), he will need short walks regularly.

Main Duties and Responsibilities:

- Household "chores";
 - Stripping and remaking the bed.
 - Washing, drying and folding clothing.
 - Hoovering and mopping floors.
 - Washing down sides, windows and shelves.
 - Organising paperwork and filing away appropriately.
 - Keeping Garden clean and tidy (dog mess cleaning, sweeping paths, etc)
- Help visiting friends and family (driving).

- Help engaging in social situations (leaving my home).
- Help managing medication needs during the day (prompting on when to take my medication, collection of medication, etc)
- Financial assistance, including form filling/help understanding complex/complicated information.

Essential Criteria

- A full UK/international driving license for use in the England and abroad.
- Previous experience in a similar role.
- Competent knowledge of computing, including; Word, Excel and Powerpoint.
- Comfortable around the use of medical cannabis and tobacco.
- Great communication skills, both written and verbal.
- Ability to work under pressure on own initiative.
- Understanding of mental health conditions and how to handle difficult behaviour.
- Physical ability to support a 20st+ male (pushing wheelchair up hills, etc)
- Removal of dog-hair on a twice-daily basis.
- Down-to-earth, and ability to have a joke is a MUST.
- Persuasive and encouraging personality is a MUST.

Summary terms and conditions

- There are up to 30 hours available per week, with the opportunity to cover additional hours for holiday and sickness. Hours are flexible and to be discussed with the successful applicants. *To be worked between 2-3 people.
- £20.00 per hour.
- The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
- You will be reimbursed for prior agreed expenses incurred as part of the role.
- I do not operate a private sick pay scheme but provided you meet the eligibility criteria, you may be entitled to Statutory Sick Pay (SSP).

The post is subject to the following

- A satisfactory Enhanced Disclosure and Barring Service check is required for this position.
- 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, quoting the job reference number **4936** and return to SIL.

Please refer to the job description.

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