**Female\* Personal Care Assistant required in Haverhill**

**Job share available, please state which shifts you can fill**

**Every Friday: 2.5 hours = 1h morning, 1h teatime, 30 min evening,**  
**Every other Saturday: 2.5 hours: 1h morning, 1h teatime, 30 min evening**  
**Times of visits are:**  
**Morning - between 7am - 9.30am start**  
**Tea - 4pm - 6.30pm**  
**Eve - 8pm-9pm**

**£14.00 per hour**

**Job reference: 5003**

*Must have the right to work in the UK to apply for this role, sponsorship not available.*

**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 **5003**.

**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

**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 am a lady who has mobility problems. I am looking to employ a Personal Care Assistant to support with personal care, to help me with things that I cannot do any more and to improve my quality of life. I have problems with my hands and walking difficulties. I need support to access the local community and around my home. I have two cats so my PCA will need to be happy to work around them.

The main duties may change from time to time, they will include washing and dressing me, applying creams, giving facials, hand massages, pedicures, and foot soaks etc. I also need support washing and drying my hair.

Additionally, in the house, I will need support to make breakfast and drinks, put dishes in the dishwasher and empty the bin.

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Patient, understanding and reliable
* The right attitude!
* Friendly but professional
* Sensitive to my needs

**Desirable Criteria**

* Previous experience
* Car owner and driver
* Non-smoker

**Summary terms and conditions**

* \*Schedule 9, P1 of the equality Act 2010 applies
* Hours, days and times of work:
* Job share available, please state which shifts you can fill:
  + Every Friday: 2.5 hours = 1h morning, 1h teatime, 30 min evening
  + Every other Saturday: 2.5 hours = 1h morning, 1h teatime, 30 min evening
* Times of visits are:
  + Morning - between 7.00am - 9.30am start.
  + Tea – 4.00pm - 6.30pm
  + Eve – 8.00pm – 9.00pm
* Pay rate: £14.00 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.
* Sick pay: 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).
* Pension: I do not operate a private pension scheme but I will fulfil my statutory obligations via the [NEST](https://www.nestpensions.org.uk/schemeweb/nest/about-pensions.html) pension scheme.

**The post is subject to the following**

* Background check: A satisfactory Enhanced with Adults Barred List 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.