**Personal Assistants/Companions required in Bury St Edmunds**

**Must be flexible regarding hours**

**Day and evening shifts available**

**Monday to Sunday**

**Hourly rate: Day shifts - £12.50 & Night shifts - £15.00**

**Job reference: 5033**

**Job description**

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

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

*Please submit an application to support your CV. See the information below on how to apply.*

**About me**

My name is Rory and I’m 29 years old. I am a man with autism and learning difficulties, and I would love for you to be able to support me with enjoying my hobbies and activities. I am very energetic and enjoy walking long distances, going to the gym and being active in nature. I love parks and trees whatever the weather, come rain or shine. My family are incredibly important to me and are a huge part of my life. I also love Disney, especially 80’s and 90’s classic films, and I have an amazing collection of castles and toys from these movies. Although I am non-verbal, with patience and support you will see me for who I am. Your support will enable me to live a more fulfilling and fun-filled life.

I am looking for enthusiastic and caring Personal Assistants/Companions to help and support me as I learn to live independently whilst you remain my friend and companion. This is especially important as I have recently moved into my own flat. I am looking for someone who is willing to adapt any previous knowledge and experience to suit my needs. This position will take place both in my home and outdoors where you’ll support me in my activities.

**Main Duties and Responsibilities:**

This role will primarily consist of supporting me generally, both in the community and at home. This will include:

* Assisting with shopping
* Domestic duties, including cooking, cleaning, and encouraging the cared for to maintain a clean home
* Supervising the cared for with his own personal care
* Organise and plan days out and activities, such as going for a walk, or going to the park

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

Candidates will be required to match the following criteria:

* **Must be flexible regarding the hours you can work**
* Previous experience in a similar position
* Excellent spoken and written English
* Able to get to Bury St Edmunds quickly on short notice
* Professional and committed approach
* Patience and understanding when it comes to my needs
* Must work successfully with other members of my team to produce the best results for my wellbeing

**Desirable Criteria**

* Driver’s license is desirable for mobility and travelling to nearby activities.
* Confident, proactive, and creative, especially in taking client out to activities and finding ways of engaging him in the activity. Enjoy being outside, walking and being energetic.
* Experience in PEC’s and Makaton (BSL would be good)
* Willing to undertake training by shadowing team members and completing further training courses.

## **Important considerations:**

* I am very sensitive to smells and love for my clothes to be fully clean
* It is extremely vital for me to decompress between activities and socialising, which I do by relaxing on my Kindle Fire and watching Disney films Therefore, it is very important my Kindle is always fully charged
* I have lots of energy and I would like for you to engage in activities with me
* The successful candidate will be employed directly by my mother

**Summary terms and conditions**

* Hours, days and times of work:
  + You must be flexible to support my needs. This includes covering any holiday as necessary.
  + As I require 24-hour care, 7 days a week, there are multiple **full and part time** hours available.

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| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 7am – 3pm | 7am – 3pm | 3pm – 8pm | 3pm – 8pm | 3pm – 8pm | 7am - 3pm | 7am – 3pm |
|  | 3pm – 8pm |  |  | 3pm – 8/10pm | 3pm – 8/10pm | 3pm – 8/10pm |
|  |  |  |  | 8 /10pm – 7am | 8 /10pm – 7am | 8/10 pm – 7am |

* Pay rate:
  + Day shifts: £12.50 per hour
  + Night shifts: £15.00 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 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.

**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 **5033**.

**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