**Personal Assistant’s in Winterton-On-Sea required**

**- Positions: Fulltime/Part time/Bank -**

**- 45 hours available per week -**

**- Day: £9.25 per hour & Night (Sleep-in): £8.42 per hour -**

**- Shifts: Monday to Sunday\* -**

**Closing Date: 25 September 2020**

**Job description**

*Listed below are details of the purpose of the job and what tasks are involved. It is important and advisable to refer to this when submitting your application for the post.*

**Location:** Winterton-On-Sea

**Job Purpose**: To support a 63-year-old man with Spinal injuries with all his nutritional, hydration, medication, and bowel care needs in his family home.

**About me:** I am a 63-year-old man who lives in his family home, I need support with my nutrition, hydration and other tasks that I cannot do alone. I have a spinal injury, so I am paralysed from the chest down.

Although, I currently live in Norfolk I am originally from London and before I moved to Norfolk I lived in Essex.

I enjoy listening to music and watching sports on the TV. I am a lifelong Manchester United supporter and an England football fan. I used to work in Paint and Decorating sales.

**Main Duties and Responsibilities:**

*Although this job description is correct at present, it may change from time to time after*

*negotiation with the post holder.*

* Bowel care
* Medication
* Meals
* Drinks
* Dressing
* Accessing the community
* Companionship
* Support with tasks I am unable to do
* Washing and personal care
* Attending appointments
* Record keeping

**Person specification**

*Listed below are the skills, competencies and qualities that are essential and desirable for the post. The assessment of these, both on application and at interview, will be the main factor in determining if you are successful. Please refer to these when submitting your application.*

**Essential Desirable**

* Full UK Driving License
* Good team member
* Good oral communication skills
* Willingness to learn new skills
* Reliable
* Trustworthy
* Good time keeping
* Able to work alone
* Previous experience in a similar role
* NVQ/Care certificate
* Flexible
* Good sense of humour
* Good report writing
* Experience working with people with spinal injuries

**Summary terms and conditions**

* The rate of pay for this position is: Day - £9.25 per hour and Night - £8.42 per hour.
* You will be reimbursed for any agreed expenses incurred as part of the role.
* The annual holiday entitlement for this position will be equivalent to the work I would normally expect to be done during 5.6 consecutive weeks.
* \*Hours of work: There are 45 hours available to be worked as the following shifts - 7am to 1pm/1pm to 7pm/8am to 8pm. Ability to work Fulltime, part time or as bank.

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| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **7am to 1pm****1pm to 7pm****8am to 8pm** |

**The post is subject to the following:**

* A satisfactory enhanced Disclosure & Barring Service (DBS) check, the cost of which will be covered by the employer.
* Satisfactory references from two referees, one of which must be your current or last employer.
* Completion of a satisfactory probationary period of 3 months.

**How to apply:** If you wish to apply for this position, please complete the enclosed application form and return to the address below.

**NB** - Please ensure you include names, addresses & telephone numbers of two referees, one of which should be your current/ last employer (if relevant).



**Telephone:** 01473 603876

**Email:** suffolk@silmail.org

**Post - Address:**

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