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| **Job Element** | **Detail** |
| **Job Reference** | SIL 4451 |
| **Job Title** | Personal Care Assistant |
| **Location** | Based at my home in Lowestoft |
| **Main Purpose**  | To assist a gentleman in Lowestoft with his daily routine during the weekend. |
| **Rate of pay** | £12.00 per hour  |
| **Closing date** | 27/11//2020 |
| **A little about me…** |
| I am a man in my early fifties living in Lowestoft. I have MS (Multiple Sclerosis) but I am pretty laid back and easy to get on with. I love animals and have a cat, a dog, a tortoise and some chickens!I am looking for a Personal Care Assistant to support me during the weekend with my personal care and daily routine. The successful candidate will need to be flexible, with a good sense of humour. And, of course, you must like animals! |
| **Person Specification** (refer to these when submitting your application) |
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| **Essential Criteria** | **Desirable Criteria** |
| 1. Previous experience with care work and personal care.
2. Able to work during the weekend.
3. Happy to work in a house with animals.
4. Reliable and trustworthy.
5. Good sense of humour and energetic.
6. Patient and empathetic.
7. An understanding of the importance of confidentiality.
 | 1. Local to Lowestoft.
2. Similar interests.
3. Knowledge or experience of Multiple Sclerosis.
4. Experience using a hoist.
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| **Main Duties**Although this job description is correct at present, it may change from time to time after negotiation with the post holder.  |
| There are 4 shifts available per day, however they can be job-shared between different candidates. I am also willing to be flexible over when these shifts are carried out. Please note what shifts you are interested in on your application form. **Morning (approx. 9.00am) – 90 mins*** Support to get up in the morning using my hoist and transfer me to my wheelchair.
* Support to get dressed.
* Prepare breakfast and hot drinks.
* Feed my animals.
* Light housework – vacuum the floor etc.
* Prepare drink to allow me to take my tablets.

**Lunchtime (approx. 12.00pm) – 90mins/2 hours*** Prepare lunch and drinks
* Support me to have a shower; get me undressed, transfer me to shower chair, help me dry myself and get dressed again, transfer back to wheelchair.

**Dinnertime (approx. 4.30pm) – 60 mins*** Cook and prepare a light meal.
* Prepare drinks.
* Bowel support (this is flexible and may not always be at this time. You will be trained on the job with this).

**Night (approx. 9.30pm) – 30 mins*** Transfer from wheelchair to bed.
* Support to get undressed and into pyjamas.
* Prepare items I need during the night.
* Support me to administer medication.
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| **Terms and Conditions** |
| **Hours and days of work** | Approximately 9 hours per weekend, split over 4 shifts per day. These are slightly flexible, so please let me know your availability on your application form.  |
| **Expenses** | You will be reimbursed any expenses incurred as part of the role as long as agreed in advance.  |
| **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. |
| **Background Checks** | A satisfactory **Enhanced Disclosure and Barring** 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. |
| **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 the enclosed application form (quoting the job reference number SIL 4451) and return to the address below.

You are welcome to attach a copy of your CV to support your application, though this will not be used in the place of an application form.

SIL 4451

c/o Suffolk Independent Living

IP-City Centre

1 Bath Street

Ipswich

IP2 8SD

(01473) 603876

suffolk@silmail.org