

Female* Personal Assistant in Ipswich
£9.70 rising to £10.70 per hour weekday
£11.00 rising to £12.00 weekends

Ref: 4522

Closing Date: 13th August 2021

About Me

I am a young person with a physical disability at university in Ipswich. I need help with some personal care, exercising, cooking and practical tasks. I want to live as independently as possible therefore I would like help, for example, to prepare healthy vegetarian meals; not someone doing it for me.

I need someone who is totally reliable.

About the Job

To support me to live in supported accommodation and get the most from being at university by being as independent as possible, with the right support.

Person Specification

Here is the type of person I am looking for to support me. These qualities are divided into 'essential' and 'desirable'. **Please refer to them when completing your application.**

Essential	Desirable
Someone with the ability to help, but not take over as the main aspect of this job is to allow me to be independent.	Someone with a local knowledge of Ipswich who can suggest new activities.
Someone who is trustworthy, honest and reliable.	Someone with an understanding of disability and its effects.
Someone with common sense approach and a mature and responsible attitude.	Someone who can cover shifts if my other assistants are unavailable (notice given where possible).
Someone who is able to work to a rota , but with flexibility to change shift pattern if commitments change.	Someone with a driving license and access to their own car.
Someone who is able to deal with health conditions without a fuss and in a practical and sensible manner.	
Someone with an ability to cook vegetarian meals using fresh ingredients.	

Rota and Responsibilities

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

MON	TUES	WED	THURS	FRI	SAT	SUN
<i>Hours required from appointment 2021</i>						
xxx	5pm – 9pm or 4pm – 8pm. Up to 4 hours	5pm – 8.30pm. Up to 3hrs 30mins	xxx	xxx	xxx	Alternate Sundays 8 - 10.30am Up to 2hrs 30mins

* These are usual hours but, may occasionally be different.

The job will include:

- Supporting me with all aspects of dressing/undressing, particularly footwear and splints.
- Support me to brush and braid my hair.
- Supporting me with personal care – assisting in shower, dental care etc.
- Support to prepare and then clear up after meals dinner and breakfast; occasionally preparing food from scratch. When appropriate helping prepare packed lunch.
- Supporting me to be ready on time to go out/attend lectures or activities.
- Walk with me to local places around Ipswich. On Sundays, accompany me on my walk to church (you will not be expected to come to the service).
- When going out, to help find the route, carry bags, and to help me make use of public transport.
- Help me keep clothes washed, ironed and room tidy.
- Assisting me to find things and to support me in cleaning my flat.
- Supporting me to do my physiotherapy exercises and to use my standing frame.
- Organising things so they are available for me the next day (clothes, medication, packed lunch if required etc.)
- Occasionally meet with myself and my other support staff for shift planning etc.
- Include help with any medication.

Other Notes

- Before starting the role, the successful candidate will have an opportunity to complete a shadow trial shift with an existing carer to check the position works for everyone.
- I use a wheelchair, however, as I am not good at self-propelling, I will need to be pushed.
- I live in non-smoking accommodation therefore the successful candidate cannot smoke during work time.
- We will show you how to do the physiotherapist exercises in order to assist with my physiotherapy stretch exercises and standing frame.
- I will occasionally arrange for myself, and all my support team, to meet for planning and rota purposes.

Terms and Conditions

Pay Rate:	During probation period, you will be paid at a reduced rate of £9.70 per hour. Following a successful completion of your probationary period, this will rise to £10.70 per hour weekdays, £11.00 rising to £12.00 weekend hours.
Hours of work	There will be up to 4hrs on Tuesdays 5pm – 9pm or 4pm – 8pm. Plus 3hrs to 3.30 hours per week available usually on Wednesday's evenings (between 5pm and 8.30pm) and 2hrs 30mins on Sunday morning (alternative) working opposite another PA (between 8am and 10.30am) hours may vary. You will be asked where possible to cover other shifts on a relief basis.
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. Annual Leave to be planned and agreed in advance.
Background Checks	A satisfactory Enhanced Disclosure and Barring Service 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.
Expenses	You will be reimbursed for any expenses incurred during the role.
Trial Period	This post is subject to a trial shift and probationary period of 3 months.

How to apply:

If you wish to apply for this position, please complete the enclosed application form (quoting the reference number 4522) and return to the address below.

Suffolk Independent Living, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD

Or email suffolk@silmail.org

Closing date: 12th August 2021