**Personal Assistant/Carer in Sprowston required**

**- 2 days per Fortnight-**

**- Alternate Saturday’s & Sunday’s-**

**- £10 per hour -**

**- 12+ hours per week -**

**(Potentially extra hours available to cover holidays, sick, etc.)\***

**Job description Closing Date: 10 April 2020**

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.

**Job Purpose:** I am a lovely middle aged gentleman, who acquired a traumatic brain injury in a car accident several years ago, leaving me requiring constant supervision, and with limited communication and weakness on my left hand side. I use a power assisted wheelchair.

**Location:** Sprowston

**Details: To assist me out of bed and work 2-2-1 to support me with my personal care using a stand aid and other equipment. Prepare my breakfast and support me to eat; I require full supervision to eat due to my risk of choking**. Supervise my morning medication routine and assist me with my physio exercises throughout the day. You will need to keep me occupied by chatting with me and engaging me in tasks; I particularly enjoy playing board games. Providing another pair of hands on trips out and to appointments as necessary. Encouraging me to complete tasks, as I can become tired easily and assisting me to make decisions for myself about the things I would like to do. Full training will be provided, and you will be fully supported in your role.



**Person specification**

Listed below are the skills, competencies and qualities that are essential and desirable for the post. My 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 Criteria**

* **Patient**
* **Self-motivated to keep me occupied**
* **Engaging and empathetic personality**

**Summary terms and conditions**

* The rate of pay for this position is £10.00.
* You will be reimbursed for any agreed expenses incurred as part of the role.
* Hours and times of work: 12 hours per fortnight to be worked alternate weeks on a Saturday and Sunday, between the hours of 8am and 2pm. **\***There is an option for extra hours on the Friday and Monday of the working weekend on occasions if you are available. You will also be required to provide cover for the holiday and sickness of my other staff.
* 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.

**This post is subject to:**

* 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:** Please complete the enclosed application form, and return either by post or email, to the addresses below.

Please ensure you submit names and contact details of two referees using the form provided (one of which should be your current/last employer), and you complete and return any other forms included in the application pack.

Suffolk Independent Living, IP City Centre, Unit 9, 1 Bath Street, Ipswich, Suffolk, IP2 8SD

Suffolk@silmail.org

01473 603876

**Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name:** |  | | |
| **Where did you see our advert?** | |  | |
| **Contact tel. no:** |  | | **Address:** |
| **Alternative tel. no:** |  | |  |
| **Email address:** |  | |
| **Preferred method of contact about your application:** |  | |

**Employment History –** please continue on a separate sheet, if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** | **Dates to and from** | **Job title and brief description of duties** | **Reason for leaving** |
|  |  |  |  |

**Educational History**

|  |  |  |
| --- | --- | --- |
| **Secondary School/College/University** | **Dates to and from** | **Qualifications** |
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**Vocational training courses attended and qualifications gained:**

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**Other relevant skills/personal characteristics/hobbies:**

Please explain why you want the job, and anything else that you would like to mention in support of your application. Please mention all relevant experience and interests. **It is important and advisable to refer to the job description when completing this section.** Feel free to continue on a separate sheet, if necessary.

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Please give full details of two referees, one of whom must be your current or last employer, if relevant. *(NB. References will only be taken up if you are successful after interview, unless agreed otherwise).*

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **Full Name** |  |
| **Address** |  | **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |
| **Link with you** |  | **Link with you** |  |

This vacancy may be subject to a Disclosure Barring Service check (DBS check). Please tick the box below to indicate if you **object** to this.

I object to the above check being carried out

What is the earliest date that you would be available to start this position?

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What hours are you available to work?

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If you are shortlisted, are there any reasonable adjustments that can be made to ensure you are able to attend an interview?

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Are there any restrictions regarding your employment? e.g. do you require a Work Permit? (\*if YES, please supply details on a separate sheet of paper)

Yes\* No

I declare that, to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement, or any significant omission may render me liable to dismissal. I understand that, if I am successful, the work I undertake will be paid through a PAYE payroll system, and that I will be employed by the individual that I work for (or a nominated person close to them).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing and returning this application form you consent to the employer using and keeping information about you, provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview.

To understand how we use your information please refer to our privacy notice on our website – [www.equallives.org.uk](http://www.equallives.org.uk).

Thank you for completing the form.

**Employment of Ex-Offenders and Rehabilitation of Offenders Act**

The employer is of the opinion that the above post is exempt from the Rehabilitation of Offenders Act and that applicants are required to declare any relevant past criminal convictions and/or cautions. The employer recognised that they must take account of offences that may have a direct bearing on an applicant’s suitability of this post.

The employer only required applicants to provide details of spent convictions and/or cautions that fall within the following relevant categories:

1) Offences of a sexual nature.

2) Offences involving minors under the age of 18.

3) Drug trafficking.

4) Theft, burglary, fraud or similar offense which occurred within the previous five years and where the conviction is not yet spent under the terms of the Rehabilitation of Offenders Act.

5) Offences which involved the use, or threat, of violence.

All information supplied by applicants will be treated in strict confidence. Where a shortlisted applicant has a conviction and/or caution which falls within one of the above categories, the employer reserves the right to make further enquiries before reaching a decision on her or his application.

**Please answer the following questions either YES or NO:**

Have you ever been convicted of a criminal offence: \_\_\_\_\_\_\_

Have you ever received a Police caution: \_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have been convicted of a criminal offence, please enclose details in a sealed envelope together with a stamped addressed envelope. This will be returned to you unopened in the event you are not shortlisted for the post.

An extra page for any further information to support your application, or if you need more space for further employment history, for example.

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