**Personal Assistant (Bank Staff) required in Ipswich- IP3**

**£12.00 per hour**

**Ref: 4542**

**Closing date: 15th October 2021**

**About Me**

I am a single female living in Ipswich with my adult son. I am passionate about animals and I’m frequently asked to dog sit for a friend.

I am a wheelchair user with a diverse medical history, I can experience periods of low mood but enjoy good humor and conversation.

My garden is an on-going project, and I would like to spend more time tending to it.

**I mostly require support in my home, but occasionally support will be required within the community. Duties will include but are not limited to:**

* Assisting with medications
* Cooking and preparing meals
* Assistance with washing, showering and personal care
* Household tasks including laundry, changing the bedding, washing up, hoovering, etc.
* Shopping
* Assistance to medical appointments

**Person Specification**

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| **Job requirements** | **Essential** | **Desirable** |
| 1. **Qualifications and training** | Full clean Driving Licence and access to vehicle  Basic first aid | Care Certificate / Training relating to care work |
| 1. **Skills and abilities** | Ability to be flexible and motivated  Able to cook | Able to show initiative while lone working |
| 1. **Knowledge and experience** | Knowledge around general food any hygiene | Experience in caring role |
| 1. **Personal qualities** | Good communication skills  Sense of humour  Honest and trustworthy |  |

**Hours and contract**

I already have one Personal Assistant who supports me regularly, I am looking to add another team member who can provide cover and ad hoc support, though there may be opportunity for regular hours in the future.

I generally receive my support in the mornings and evenings, 30-40 mins per

Visit, plus 2.5 hours per week for shopping/ going out, and 2.5 hours for further support around the house.

**Terms and Conditions**

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| **Pay Rates:** | £12.50per hour |
| **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. |
| **Probationary Period** | You will be required to work a successful probationary period of 3 months before permanent employment can be confirmed |

**How to apply:**

If you wish to apply for this position, please complete the enclosed application form (quoting the reference number 4542) and return to the address below.

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

Or email [suffolk@silmail.org](mailto:suffolk@silmail.org)

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