**Personal Assistant(s) required in Ipswich**

Monday to Friday – 10 hrs total per week at £10.00 per hour

Ideally 9.30am – 10.30am and 2.00pm – 3.00pm

Shift times are flexible at interview for the right candidate.

Extra hours may be available for extended visits i.e cinema etc.

**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.

**Job Purpose**: To assist a man with some minor personal care and domestic chores in his own home in Kesgrave.

**Details:** I am a 45-year-old man with some minor mental and physical disabilities.

I have Bi-Polar and Border Line Personality Disorder, which affects me mainly by having loads of energy, or none at all, and this can interfere with my sleeping patterns. I am generally very easy going and friendly but when I’m feeling low, this makes me want to be insular, quiet, withdrawn and crave isolation. I have never been aggressive in any way as this is just the furthest from my character. This does mean you would need to be able to self-direct your tasks on occasions and be confident to just come in and get on with the routine tasks without specific instructions in every shift.

Physically I have a spinal cord injury and so I can’t walk very far and find bending, twisting and lifting etc very difficult which makes domestic chores painful to complete.

I am a very independent person and like to be very private, but still enjoy taking part in social, community activities. I like sailing and I am currently learning to do this via a local disabled sailing school. I enjoy fishing, watching movies, boxing and box set binging but my passion is for all things Manchester United FC. I have a new puppy and she has made a huge difference to my emotional wellbeing, so you will need to be happy to work in an environment where there is a small dog.

The personal care might involve; assisting me with my walk-in shower, checking my feet for wounds periodically because I have diabetes, assist me with getting dressed and occasionally, could involve a bed bath if I’m having a really bad day.



Sometimes, I might ask to change the shift times on a one-off basis, so you can accompany me to an appointment but, I can drive and have my own car, so is just for the companion support. I will usually be able to make any appointments suit the pre-planned shifts though.

**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**

* Good communication
* Excellent time keeping
* Reliable and trustworthy
* Willingness to learn
* Happy to interact with or at least be dog friendly

**Desirable**

* Experience of working in a similar role
* Good sense of humour
* Common sense approach
* Flexible to shift changes for appointments when needed.

**Summary terms and conditions**

* The rate of pay for this position is £10.00 per hour.
* You will be reimbursed for any agreed expenses incurred as part of the role.
* Hours and times of work; Monday to Friday - Ideally 9.30am – 10.30am and 2.00pm – 3.00pm but shift times are flexible at interview for the right candidate to be discussed at interview.
* 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.

**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 6 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).

Suffolk Independent Living

IP City Centre, Unit 9,

1 Bath Street,

Ipswich

Suffolk

IP2 8SD.

suffolk@silmail.org

01473 603876

**Closing Date: 26th May 2021**

**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** |
|  |  |  |

**Vocational training courses attended and qualifications gained:**

|  |
| --- |
|  |

**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.

|  |
| --- |
|  |

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?

|  |
| --- |
|  |

What hours are you available to work?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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. 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.