**Personal Assistant required in Bramford, Ipswich Ref: 4371**

***£13.00 per hour pro rata***

***Closing Date: 29th November 2019***

**About Me**

I am a 25-year-old man who suffers from Muscular Dystrophy. I am socially active; I enjoy the cinema and watching films on TV. I’m a big sports fan (my main sport is football and used to go every week to watch Ipswich Town). I also enjoy listening to music and going to concerts. As I am in full time employment, I require reliable assistance to help me prepare for the day ahead.

I’m friendly, patient, & intelligent. (I am frequently told by the agency carers that I am ‘really nice’ and they enjoy visiting to assist me).

**I currently have support from a Personal Assistant in the weekdays, but I would like to find someone to provide support during the weekends to assist me with my daily routine, and also some social time. I would also like to find someone to provide relief cover to my support team when they are on holiday or annual leave.**

Should there be many successful applicants, the job will allow for job-sharing; Please advise me of your availability for mornings and/ or evenings, so this can be taken into consideration.

**Person Specification**

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| --- | --- |
| **Essential** | **Desirable** |
| * Someone who has **access to their own car** due to my location.
 | * Local to the Bramford area
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| * To be able to **work flexible hours** so that my support hours can be covered.
 | * Someone who has similar interests to me.
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| * Able to **manage time well** and be prompt and punctual when working with me.
 | * Someone with good attention to detail and patience during their work role.
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| * **Confident** and able to **self-direct their own tasks** without prompting.
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| * Someone who is **trustworthy** and respects my **confidentiality**.
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| * Able to **speak English** to a high standard as I would like to be supported by someone who I can chat too.
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**Main Responsibilities and Rota**

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

 The normal routine on the weekend will be as follows:

|  |  |  |
| --- | --- | --- |
| **Shift and pay** | **Time** | **Expected Tasks** |
| *Evening**£13.00 ph pro rata* | Late visit time to be discussed (but as young person I do not want to go to bed too early in evening.)*1 hour* | * Assisting me to go to the toilet and get into bed.
* Making sure that I am comfortable before you leave.
* Undertake simple tasks e.g. placing my wheelchair on charge.
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Part of this role will be to also cover my weekday carer when they are sick or on annual leave.

Please note that successful applicants will be entering a family home environment.

**Terms and Conditions**

|  |  |
| --- | --- |
| Pay Rate: | Evening Routine: £13.00 per hour pro rata (please note, that if the shift is under an hour, the pay will be adjusted). |
| Hours of work | 2 hours per week to be worked on Saturday and Sunday. There may also be times where you are required to cover my other employees during the week. |
| 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 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 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 SIL4371) and return to the address below.

SIL4331 - Suffolk Independent Living

IP City Centre

1 Bath Street

Ipswich

IP2 8SD

Or email suffolk@silmail.org