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| **Job Element** | **Detail** |
| **Job Reference** | SIL 4454 |
| **Job Title** | Care and Support Assistant |
| **Location** | Based at my home in Rendlesham |
| **Main Purpose**  | To assist a 19yo man with his health, care, and support needs |
| **Rate of pay** | £12.50 per hour / (£18.75 bank holidays) |
| **Closing date** | 27th December 2020  |
| **A little about me…** |
| I am a 19-year-old man and I live with my family and pet dog. I love to spend time with my family, and to see my friends. I like animals and enjoy watching aeroplanes and listening to music. I am very sociable, but I have lots of health problems, so I need constant supervision and support. I am looking for someone who can understand my health needs and provide the care I need to keep me as well as possible.The successful candidate will report to my mum as the employer and manager and will also act under instruction from my dad. You must be happy to act upon our requests and follow directions. You will be careful to treat our working relationship as confidential and remain mindful of the whole family’s right to privacy, dignity, and respect. |
| **Main Duties**Although this job description is correct at present, it may change from time to time after negotiation with the post holder. |
| * To assist in physical care involving all hygiene, elimination, nutrition, mobilisation, rest, sleep, and comfort needs. This will include gastrostomy feeding, seizure management, administration of prescribed medication and airway management including suction and oxygen.
* To communicate effectivelydemonstrating respect for the need of social interaction or solitude and to enable choice
* To enable access to inclusive activities and outings, and to support engagement
* To drive my wheelchair accessible vehicle, this is an automatic Ford Transit Custom
* To support effective communication between family carers and other professionals involved in care
* To use any equipment or aids as necessary for my care and support correctly and safely following assessment and training and to report any faults promptly

**Days and times of work:**There are up to 30 hours per week available – job share considered.There is some flexibility is the days and times of work. Care is required Monday to Friday 8 am – 6pm + occasional weekends and nights. Please state your availability on your application form  |
| **Person Specification**(refer to these when submitting your application) |
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| **Job requirements** | **Essential** | **Desirable** |
| 1. Qualifications and training
 | * Good standard of education in numeracy and literacy
* Full driving license
 | * NVQ level 2 or 3 in direct care or equivalent experience
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| 1. Skills and specialist knowledge
 | * Ability to assimilate new information e.g. care procedures and interventions
* Demonstrable ability to respond immediately to any emergency that may arise
 | * Experience of working with children or young adults with complex health needs
* Knowledge or experience in using non-verbal methods of communication
* Previous experience of specialist care interventions such as gastrostomy feeding, suction, seizure management and medicine administration
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| 1. Interpersonal and communication skills
 | * Ability to remain patient and calm
* Ability to work with a wide range of people and in a wide range of settings
* Ability to adhere to confidentiality requirements
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| 1. Personal qualities
 | * Be willing and able to develop own knowledge and skills
* Willingness to engage in a variety of activities in a cheerful and positive manner
* Energetic and enthusiastic
* Flexible
* Trustworthy
* Ability to work within a family home, maintaining confidentiality and professional boundaries whilst acknowledging the needs of all family members
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| **Terms and Conditions** |
| **Hours and days of work** | Up to 30 hours. Mon – Fri. 8am – 6pm |
| **Expenses** | You will be reimbursed any expenses incurred as part of the role as long as agreed in advance.  |
| **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** 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. |
| **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 job reference number SIL 4454) and return to the address below.

You are welcome to attach a copy of your CV to support your application, though this will not be used in the place of an application form.

SIL 4454

c/o Suffolk Independent Living

IP-City Centre

1 Bath Street

Ipswich

IP2 8SD

(01473) 603876

suffolk@silmail.org