

Personal Support Assistant – Stowmarket

Job Reference	4481
Job Title	Personal Support Assistant
Location	Based from my home in Stowmarket, though this job will involve travelling (mileage reimbursed)
Main Purpose	To physically support a youngish mother of two, wheelchair user with day-to-day activities and appointments
Hours and Rate of pay	10 hours per week, £10.00 per hour
Closing date	05/05/2021

A little about me...

I am a very busy, 35 year old BSL communicator and professional artist living in Stowmarket. I have a partner and two young children. I have a very positive, independent outlook but I need support around the house, going out and evening bed time routine.

I use a power wheelchair due to a neurological disorder and I am tetraplegic, I need support for transfers from wheelchair to bed, toilet, sofa and car (I do not require any personal care). I am tall and slim build and need more guidance than actual lifting.

I am looking for someone to fit into my team of PSAs to support me to be me and to continue being an active mother. I need support with daily living such as going shopping, appointments, house work, visiting friends and evening bed time support. I have two wheelchairs, but when travelling in your car I use my manual chair that I need to be pushed in – it is lightweight and fits in most small cars.

This is a very varied supporting role as I am a very active person. I need someone that is flexible and work during school holidays as well. I am also looking for someone that can be flexible to cover holiday or other activities that I need

support with and is happy driving distances for hospital appointments

You need to be a car owner and driver and someone who is happy to travel to multiple locations. (mileage paid).

**Person Specification
(refer to this when submitting your application)**

Essential Criteria

1. Access to own vehicle suitable to accommodate my small wheelchair and two car seats (a small/standard size family car should be fine)
2. Enjoy working with young children
3. Punctual and well-organised
4. Professional and patient approach
5. Willing to 'step back' and facilitate my independence
6. Confident and safe driver, who is happy driving for longer distances
7. Able to support me during term times *and* occasional school holidays
8. Flexible approach to working times with the ability other provider cover for my other PSA's
9. Reliable and trustworthy
10. Able to assist with transfers

Desirable Criteria

1. Experience in Support/Personal Assistant work
2. Experience with young children.
3. Experience with pushing/ handling wheelchair manual handling
4. First aid qualifications or experience of seizures would be beneficial
5. Understanding of PEG feeding and medication
6. Doesn't transport pets in the car (due to my allergies)
7. Non-smoker

Main Duties

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

1. **Physically supporting me (e.g. lifting my wheelchair into a car, pushing me in my wheelchair, carrying or lifting bags or similar when necessary)**
2. **Supporting me with the children**
3. **Keeping me and the children safe during a seizure (training provided)**
4. **PEG feeding, bolus medication (training provided)**
5. **Going grocery shopping with me, taking me to the bank etc., and to occasional hospital appointments.**
6. **Helping me to visit friends and family**
7. **Support around the home (e.g. light housework and evening support with**

medication and getting into bed)

8. Occasional day trips

Terms and Conditions

Hours of work	10 hours per week flexible (weekend work)
Time of work	Varying times by prior arrangement, to include mornings, daytime and evenings.
Days of week of work	To be negotiated (up to 10 days in advance).
Flexibility of hours	You will always know your rota approx. 10 days ahead of schedule and I will also try to take into account any appointments you may have. There will also be occasional hours to cover sickness and annual leave of my other Personal Assistants.
Expenses	You will be reimbursed any expenses incurred as part of the role. You will be paid mileage at a rate of 35p per mile (not including travel to/from work).
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 & Barring Service (formerly Criminal Records Bureau) check is required for this position of which I will organise You will be required to provide details of two referees, one of which must be your current or most recent employer, or character referees if you have not been employed. I will only contact these if you are offered the position.
Trial Period	This post is subject to a probationary period of 6 months.

How to apply:

If you wish to apply for this position, please complete the enclosed application form (quoting the reference number **SILREF4481**) and return to the address below.

Post – Address:

SIL,
IP City Centre, Unit 9,
1 Bath Street,
Ipswich
Suffolk
IP2 8SD.

Email: suffolk@silmail.org **Telephone:** 01473 603876