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| **Job Element** | **Detail** | |
| **Job Reference** | SILREF4816 | |
| **Job Title** | Female\* Personal Assistant | |
| **Location** | Based at my home in Horsford, Norwich (NR10) | |
| **Rate of pay/ hours** | £13 per hour / 8 hours per week | |
| **Closing date** | 13/09/2023 | |
| **A little about me…** | | |
| I am seeking a Personal Assistant to support my 22-year-old daughter. We live in Horsford, in Norwich. She is very happy and sociable young woman and loves clapping her hands, pressing the buttons of her noisy books and watching DVDs (especially Teletubbies!!).  My daughter has Rett’s disorder and epilepsy. This means that she requires support with all aspects of her life; including personal care, feeding and medication. We are looking for someone with good communication skills, a “can-do” attitude and a fun personality.  \*Schedule 9, P1 of the Equality Act 2010 applies | | |
| **Personal Specification** (refer to these when submitting your application) | | |
| **Essential** | | **Desirable** |
| * Female Worker required due to personal care involvement (\*Schedule 9, P1 of the Equality Act 2010 applies) * Can use own initiative. * A willingness to learn. * Good sense of humour. * Someone who is confident to work without supervision. * Someone who is willing to be trained in First Aid, Epilepsy management and Buccolam training, and other courses as required. | | * Someone with childcare or care experience. * Someone with local knowledge. * Someone who is flexible with hours and availability. |
| **Main Duties**  Although this job description is correct at present, it may change from time to time after negotiation with the post holder. | | |
| * Support with playtime, including accessing the trampoline and swing. * Support to administer medication. * Assist with management of epilepsy. * Support with feeding and drinking. * Support and assistance with the shower/washing and bedtime routine. * Provide entertainment through table top play and sensory work. * Accessing the local area and going for walks in her wheelchair. * Ensuring the safety of my daughter at all times. * Provide fun and exciting playtime. | | |
| **Terms and Conditions** | | |
| **Hours of work** | Up to 8 hours per week | |
| **Days and times of work** | To be discussed and agreed with successful candidate  Including holiday cover for other employees. | |
| **Flexibility of hours** | Due to the nature of this job, you can be flexible around the hours that you work, as there may be cover work for the other Personal Assistants in the team. | |
| **Expenses** | You will be reimbursed any expenses incurred as part of the role. | |
| **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 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 an application form and return to SIL, quoting reference **4816** – if you would like to submit a CV to support your application, please email this to us and mention it on your application form:  **Email:** [suffolk@silmail.org](mailto:suffolk@silmail.org) **Telephone:** 01473 603876  **Online form:** <https://www.suffolkindependentliving.org.uk/application-form-1>  **Post - Address:** SIL, IP City Centre, Unit 9, 1 Bath Street, Ipswich, Suffolk, IP2 8SD | | |