**Personal Assistant, Lowestoft**

**Ref: 4851**

**15 hours per week – possible job share**

**3 shifts; 12pm – 5pm (approx.) days to be agreed**

**£11.80 per hour**

**Brief**

Personal Assistant required in Lowestoft to assist a man in his 40s and his wife within their home with domestic duties, personal care, errands and outings.

**Getting to know me**

I’m a man in my early 40’s and live with my wife in Lowestoft. I have arthrogryposis (AMC) which causes stiffness in my joints, especially in my hips, arms, legs, and hands. As a result, I use a wheelchair full time.

I enjoy listening to metal and rock music and enjoy live music. We have a pet dog, and so walks are an important activity. I love cooking and playing with flavours so enjoy cooking dinners for me and my wife. I also enjoy taking pride in my home so household chores are important.

 My wife is my main carer and performs a significant role in my wellbeing. I am looking for an ‘extra pair of hands’ around the house to enable her to have a break, and increase my independence, so that we can have an equal relationship as husband and wife. In short, your role will be to enable me to be the husband and person I would be if I did not have a disability by assisting where I can not.

**What about you?**

These are the assets that you will bring to this role – please explain how you meet them when you fill in your application form.

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| **Job Requirement** | **Essential** | **Desirable** |
| **Qualifications and Training** | An understanding and experience in food hygiene |  |
| Driving licence and use of own vehicle |
| **Knowledge, Skills and Experience** | Previous experience in a similar role | Cooking skills |
| The ability to work without supervision and to show initiative at times, and take direction at others |
| Good oral communication skills |
| **Personal Qualities** | Trustworthy and motivated in your approach to work | An interest in music |
| Open-minded, respectful, and non-patronising mind-set  | An enjoyment of the outdoors and gardens |
| Good sense of humour  |  |
| A willingness to support my independence, choice and control in a relaxed manner |
| Comfortable around dogs |  |

**Main Duties**

This isn’t a complete list so things might change as we go along but we will discuss it together to make sure that everyone is happy.

* Supporting me with personal care – e.g. shaving, washing, dressing and assisting me to use the toilet and urine bottle. I can transfer independently to or from my wheelchair so I do not require any manual handling
* Various domestic tasks and errands; being a ‘replacement pair of hands’ around the home to make it more equal between me and my wife.
* Assisting me to do things like go shopping, cooking, cleaning and gardening
* Supporting me with dog-walking and activities outside
* Handling money for me
* Helping me cook and explore new recipes
* Accompanying me to live music and gigs, cinema or other things I enjoy outside the home
* Being a friend and part of our 'team'

**Further information**

* We need to cover three 5-hour shifts per week, ideally 12pm-5pm, although there can be some flexibility. The days are to be agreed. Please advise of your availability on your application.
* There will also be further hours available throughout employment including evenings and weekends for my wifes respite, these will be agreed in advance. Also cover for the holiday and sickness of other workers within the team.
* Payment for the employee is processed four-weekly. Any additional shifts will be flexibly agreed between employer and employee.
* You will be reimbursed any expenses incurred as part of the role. You will be paid mileage at 0.45p p.m.
* The **annual holiday entitlement** for this position will be equivalent to the work which would normally be done during 5.6 consecutive weeks.
* The **rate of pay** is £11.80 per hour. The post is subject to a **satisfactory enhanced DBS check, references** and a **minimum 3 month probationary period**.

**If you wish to apply for the position, complete and return an application form.**

Please ensure you quote the reference **4851**

You can complete an application form online here: <https://www.suffolkindependentliving.org.uk/application-form-1->

Or you can download a Word doc version of the application form from our website.

Or, if you wish to have an application form emailed or posted to you, please contact Suffolk Independent Living on 01473 603876.

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