**Key Worker required for 38-year-old lady in Bury St Edmunds (4847)**

**5 hours per week @ £13.50 p/hr.**

Job description:

Key worker required to support a 38-year-old lady with Downs Syndrome to maintain an independent lifestyle in her own home.

About me:

I am a friendly and fun-loving lady, with a good sense of humor. I am very independent and enjoy being so, but do need somebody to support me in my daily tasks. My hamster is very important to me, as are my family, who I am always happy to talk about. My hobbies include swimming, dancing, and listening to music. (particularly Pop music such as Kylie Minogue and S Club 7) I also like to cook and would like somebody who enjoys cooking, to support me in cooking myself healthy meals.

Main duties and responsibilities:

* Support with a weekly shopping list and meal planning.
* Assistance to batch cook healthy, nutritious meals for the week.
* Support with admin, such as sorting through post and organising/ tidying paperwork efficiently.
* Ensuring that household chores and tasks such as laundry and cleaning have been completed correctly.
* Occasional support to visit the dentist or hygienist.
* Communicating with family members to ensure that the week runs smoothly, and everybody is kept in the loop.

Person specification:

* Organised, reliable and able to think on your feet. It is important that you can use your initiative and make decisions when necessary.
* Good communicator – able to hold conversations about hobbies and interests and also to provide clear instructions/ direction when needed.
* Firm but respectful and encouraging – you may on occasion be met with stubbornness to complete tasks. It is important that you use encouragement and reasoning in these situations to achieve what is required.
* Fun with a good sense of humor!
* Be a competent cook and have the ability to batch cook meals.
* Hold a UK driving license and their own car.

Summary terms and conditions:

Hours and times of work: This role is for 5 hours per week, ideally on a Thursday morning, although this can be flexible. More hours may also be made available for the right person.

Rate of pay: The hourly rate for this role is £13.50 per hour.

The post is subject to the following:

* A satisfactory enhanced Disclosure & Barring Service (DBS) check, the cost of which will be covered by the employer.
* Satisfactory references from two referees, one of which must be your current or last employer.
* Completion of a satisfactory probationary period of 3 months

How to apply:

If you wish to apply for this position, please send a comprehensive CV (with cover letter) to Suffolk Independent Living, or you can complete the online application form on Suffolk Independent Living’s website (quoting the reference number 4847).

<https://www.suffolkindependentliving.org.uk/application-form-1>

**Post - Address:**  **Email:** suffolk@silmail.org **Telephone:** 01473 603876

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