

# Personal Assistant in Melton, Woodbridge

6 hours per week

Ref: 4644

£15.00 per hour

## About Me

I am a fifty-something lady living in Melton, Woodbridge. Unfortunately, I suffer from a chronic back condition which seemed to have stemmed from my career in the army and travelling/cycling. My diagnosis is two level disc degenerations (herniated disks) of my lumbar spine and stenosis (narrowing of the spinal cord). These affect my day-to-day life, leaving me unable to turn quickly and have difficulty twisting. I am unable to stand or sit for too long or carry out tasks that involve bending at the waist i.e. I need support putting on clothes like socks and trousers. My range of movements is very limited.

I also have had a throat disorder for the last 5 years which means that my throat becomes severely inflamed when I talk for too long. This inflammation can also result in my struggling to swallow food and medication, so I try to talk as little as possible.

I am looking for a Personal Assistant to support me with my morning routine, support with correspondence, and accompanying me to my hydrotherapy appointments. The ideal candidate would be of a quiet nature and someone who is pro-active, self-motivated and uses their initiative. They will need to be able to understand and follow simple written instructions and lists.

## Person Specification

Essential	Desirable
Someone who is <b>quiet</b> (or happy to work in a quiet environment, with limited talking) due to my throat condition.	Someone with an <b>experience in a similar role</b> .
Someone who is <b>clean, tidy</b> and understands the necessity of creating an environment which reduces the chance of infection.	Someone with a <b>high level of English skills</b> to support me with my correspondence.
Someone who is <b>confident</b> with their work and <b>able to self-direct their own tasks</b> and <b>work unaided</b> , when necessary.	Someone who is <b>happy to attend hydrotherapy appointments</b> with me as and when required during the week only.
Someone who can <b>work quickly and effectively</b> through their tasks as my support hours need to be efficiently used.	
Someone with access to a <b>car with appropriate driving licence</b> and insurance.	

## Main Responsibilities

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

**Morning Visit** – 1 hour 30 minutes, ideally at 11.30am.

Please state your availability on your application.

Tasks always required:

- Essential hygiene tasks to ensure I stay infection free.
- Replenish fridge/cupboard with things I might need for the rest of the day (from the freezer).
- Assist me to dry my legs after exiting shower – I do not need assistance in the shower. Support with foot-bath and other foot-care, when required. (This will involve kneeling for 15-20 minutes).
- Make up a sandwich or light lunch and put in the fridge for later and cleaning up after yourself.
- Make bed to specification (will be demonstrated).
- Time permitting – wash, dry and put things away.
- Personal Care – assisting to dress, dry and apply cream to legs and feet.
- Anti-bac kitchen surfaces, appliances, door handles etc, and anything touched to be done towards the end of the shift.

Tasks as and when required:

- Change bedding, empty washing machine and put away dry washing.
- Put main shopping away (delivered every 2-3 weeks).
- Get together my hydrotherapy swimming kit when required
- Organise for kitchen and bathroom bins to be emptied and taken out to the designated area.
- Support me with my post, some emails and telephone calls.
- Assist me to make appointments when necessary.
- Shopping
- Support to attend hydrotherapy (including cleaning and transporting kit); I attend once a week most weeks.

## Terms and Conditions

Pay Rate:	£15 per hour
Hours and days of work:	6 hours per week Generally worked in the mornings from 11.30am, 3-4 visits per week, including a longer visit on Tuesdays to attend hydrotherapy session in the early afternoon

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 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:

Please ensure you submit a comprehensive CV and cover letter to Suffolk Independent Living, this will be passed to the employer for consideration.

SIL4644 - Suffolk Independent Living  
IP City Centre  
1 Bath Street  
Ipswich  
IP2 8SD

Or email [suffolk@silmail.org](mailto:suffolk@silmail.org)