

Personal Support Assistant – Stowmarket

| | |
|------------------------------|---|
| Job Reference | 4770 |
| 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 wheelchair user mother of two with day-to-day activities and appointments |
| Hours and Rate of pay | Up to 24hrs per week, £12.50 to £14.50 |
| Closing date | On-going |

A little about me...

I am a very busy, full time working 36 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, some child care support, 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 expenses are paid at 45p per mile.

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

| Essential Criteria | Desirable Criteria |
|---|---|
| <ol style="list-style-type: none">1. Access to own vehicle suitable to accommodate my small non-folding wheelchair and two car seats (a small/standard size family car should be fine)2. Enjoy working with young children3. Punctual and well-organised4. Professional and patient approach5. Willing to 'step back' and facilitate my independence6. Confident and safe driver, who is happy driving for longer distances7. Able to support me during term times <i>and</i> occasional school holidays8. Flexible approach to working times with the ability other provider cover for my other PSA's9. Reliable and trustworthy10. Able to assist with transfers | <ol style="list-style-type: none">1. Experience in Support/Personal Assistant work2. Experience with young children.3. Experience with pushing/ handling wheelchair manual handling4. First aid qualifications or experience of seizures would be beneficial5. Understanding of PEG feeding and medication6. 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 | Up to 24hrs per week. This includes 17 hours during the week, and 7 hours per one negotiable weekend day per week. |
| 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 45p 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 **SILREF4770**) and return to the address below.

Email: suffolk@silmail.org

Telephone: 01473 603876

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

Post – Address: SIL, IP City Centre, Unit 9, 1 Bath Street, Ipswich, Suffolk, IP2 8SD