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| **Job Element** | **Detail** |
| **Job Reference** | SILREF5129 |
| **Job Title** | Female\* Carer/Health Care Assistant- Fixed Term position- Maternity Cover and Long-Term Sickness Cover- 2 positions available |
| **Location** | Easton, Norwich |
| **Hours** | Maternity cover- zero hours contract. Up to 22 hours available per week (Fixed term position- Maternity Cover) - Various shifts; Evenings 3pm-9pm and night shifts (9pm – 8am)Long-Term Sickness Cover (Fixed term position)- zero hours contract. Up to 28 hours available per week. |
| **Rate of pay** | Evenings - £15.00 per hour Waking nights - £16.00 per hour |
| **Brief** |
| An exciting opportunity to work as HCA/carer to a young girl in Easton. Candidates will be working 1:1 with the child in her home. Employees will report to and will be responsible to the parents who are the employers (interviews will be held in their home) |
| **About me** |
| I am a very energetic, happy and cheerful young girl who was born with medical needs. Due to these, I breathe through a tube called a tracheostomy and fed through gastrostomy. I also cannot hear and speak. I have a weak immune system which means I can easily catch chest infections so people around me must take extra care in not spreading any bugs or viruses to me. My parents need help in taking care of me and ensuring that my health needs are met and my well-being upheld. I am unable to walk independently so would need help in mobilising and moving from one place to another. I would also need assistance in performing my daily activities. You will report to and will be responsible my parents as the employers. |
| **Duties**  |
| * Daily Personal Care
* Tracheostomy Care and Management
* Medication and Oxygen Administration
* Gastrostomy feeding care, management and preparation
* Nebulisation Therapy
* Patient Monitoring (Vital Signs)
* Aid in Mobilisation and Movement with manual handling and lifting
* Health and Safety Risk Management
* Direct patient care
* Proper documentation of care
* Infection control and prevention
* Compliance in regular Covid testing
* Compliance in information governance
* Mandatory Trainings and updates
* After care of equipment and organizing supplies/medicines
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| **Person Specification** (refer to these when submitting your application) |
| **Essential Criteria** |
| * Due to the nature of personal care involved, candidates must be female. \*Schedule 9, P1 of the Equality Act 2010 applies
* Caring, patient, and honest attitude
* Excellent Communication Skills
* Willing to engage in compulsory training
* Adhering to Health and Safety Policies: Including Infection Prevention, Absence and Sickness, Safeguarding, and others
* Experience in a caring role for children
* Trustworthy, friendly and affable personality
* Excellent hygiene practices
* Meticulous, conscientious, and willing to learn
* Flexible to do both evening and night shifts
* Reliable/good attendance
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| **Desirable Criteria** |
| * Previous experience in caring with children with medical needs, such as tracheostomy, gastronomy feeding, medication and oxygen administration and personal care
* Candidates who have both COVID vaccines and booster
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| **Terms and Conditions** |
| **Pay rates**  | * Evenings - £15.00 per hour
* Waking nights - £16.00 per hour
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| **Hours and times of work** | * Fixed Term positions- Maternity cover and Long-Term Sickness Cover
* There are up to 22 hours available per week for the Maternity Cover position and up to 28 hours per week for the Long Term Sickness Cover position.
* Hours can be job shared between 2 people.
* The times of work may be:
	+ Evening shifts of 6 hours (15:00 - 21:00), *please note that during half terms, school holidays and school breaks the evening shifts may be converted to day shifts at the parents’ discretion to suit their needs.*
	+ Waking Night Shifts of 11-hour shifts (21:00-08:00)
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| **Expenses** | You will be reimbursed any expenses incurred as part of the role as long as you have obtained my permission beforehand.  |
| **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. |
| **Trial Period** | Completion of a satisfactory probationary period of 6 months with zero hours contract initially. |

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| **How to apply:** |
| If you wish to apply for this position, please complete an application form, quoting the job reference number SILREF5129and return to SIL.**Please refer to the job description, when completing your application form.**You are welcome to attach a copy of your CV to support your application.**Email:** suffolk@silmail.org **Telephone:** 01473 603876**Online form:** https://www.suffolkindependentliving.org.uk/application-form-1**Post - Address:** SIL, Unit 9, IP City Centre, 1 Bath Street, Ipswich, Suffolk, IP2 8SD |