**Female\* Personal Assistant required in Costessey – 5152**

**5 miles from Norwich city centre**

**12 hours per week** (Thursdays and Fridays, 6 hours per day) @ **£14.50 per hour**

Job Purpose: To support me in completing my daily tasks in order to achieve an independent lifestyle within my own home.

Job description: Listed below are the details of the purpose of the job and what tasks are involved. It is important and advisable to refer to this when submitting your application or CV for the post.

Location: Costessey, NR5, Norwich

Details: I am a young lady with full mental capacity and multiple complex care conditions. Some of which include high functioning Autism, seizures, and a physical disability. I live in a smoke free environment at home with my family. I have a clean and well-equipped living space. I need someone who is happy to work alone as well as a part of a team. Although there is always someone on hand if needed. Someone with a care background and experience is preferred. However, you will need to have patience and happy to work on and off the floor. Regular specialist training and shadow shifts will take place. You will have access to relevant medical records as and when it is required. Therefore, being mindful of data protection is crucial.

Despite having complex care needs I am a positive person with plenty of personal interests in which I would need assistance to do them. As well as being open to learn new things and welcome some of your own interests. As building a rapport is crucial as we will be spending a lot of time together and need to be comfortable in each other’s company. It is essential that you are happy to work in close proximity with a large golden retriever who gives seizure alerts. I have also got other well-loved pets which is a part of my everyday life.

Tasks include, but are not limited to:

* To support with all aspects of personal care.
* Being aware of body positioning.
* Applying and removing appropriate splints and braces.
* Giving full assistance with all toileting needs which includes the use of bedpans.
* Maintain a sanitary living space.
* Must have knowledge and practical experience with Seizures.
* It is crucial to have awareness of choking and the ability to support during mealtimes.
* As part of this job role, you will be required to support paramedics when necessary and work in a hospital environment.
* To have the ability to advocate for me and respect my wishes when I am too unwell to do so.
* Support with all clinical needs.
* You need to be confident and honest to work alone as well as a part of a team.
* Full PPE and the use of regular testing is essential due to the recent Covid 19 pandemic.
* To have the ability to run local errands e.g., collect medication and shopping etc.

Personal specification:

Listed below are the skill, competencies and qualities that are essential and desirable for the post. My assessment of these will be both on application and at interview. This will be the main factor in determining if you will be appropriate for this position. Please refer to these when submitting your application.

Essential

* I need a positive and fun attitude around me.
* Previous seizure experience or awareness is essential, but more specialist training can be offered.
* Hoist and moving handing experience.
* Experience in a similar role or NVQ care qualification would be desirable.
* Female only due to personal care \* Schedule 9, P1 of the Equality Act 2010 applies
* Being prepared to assist when called on in emergencies (outside of agreed hours).

Summary terms and conditions:

* Payrate: £14.50 per hour
* \*\* The hours, days and times of work would ideally be split:
  + 12 hours per week

(Thursdays and Fridays, 6 hours per day)

* Holiday cover and bank hours also available

*Please state your full availability when applying and which role you are applying for.*

* Overtime will be available to cover sickness, holidays and emergencies.
* The annual holiday entitlement for this position will be 5.6 weeks pro-rata.

This post is subject to the following:

* A satisfactory enhanced disclosure and baring 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 complete an application form and return to Suffolk Independent Living, quoting job reference number **5152.**

Telephone: 01473 603876 Email: [Suffolk@silmail.org](mailto:Suffolk@silmail.org)

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

Post - Address: SIL, IP City Centre, Unit 21, 1 Bath Street, Ipswich, Suffolk, IP2 8SD