**Personal Assistants / Companions required in Bury St Edmunds**

**£12.50 per hour day**

**£15.00 per hour waking night**

**Full and part time hours available**

**Job reference: 4832**

**Job description**

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

**Brief**

Personal Assistants / Companions required to support a 28-year-old man with Autism and Learning Disabilities in gaining more independence in Bury St Edmunds. The position will take place both in the client’s home and outside in supporting activities and the successful candidate will be employed directly by the client’s mother.

The client is looking for someone who is open to adapting any previous knowledge and experience to suit how they need to be supported. This will be done by shadowing other team members and completing further training courses, so you can learn about Rory and his needs.

The client requires 24-hour care, so there are a variety of hours available, both full and part time, day and night. The hourly rate for day hours is £12.50 per hour and for nights, employees receive £15.00 per hour. Expected shift pattern: 7am – 3pm; 3pm – 10pm; 10pm – 7am. Please state on your application form which hours you are available for.

**A little information about me / Interests**

My name is Rory, I am 28 years old. I am nonverbal and require patience and support to communicate my feelings and needs. I live in Bury St Edmunds, alongside my mother, I am looking for some enthusiastic and caring Personal Assistants / Companions to help support me in my independence. The role will consist of supporting me and to help me in learning to live independently whilst remaining a friend and companion. I have recently moved into my own flat, and I would love for you to be able to support me both in this and in helping me enjoy hobbies and activities. I am a very active individual and enjoy walking long distances, going to the gym and being active in nature. The support you will provide me will help enable me to live a more fulfilling and fun-filled life.

Below are some facts about me:

* Family and extended family are incredibly important to me and place a massive part of my life
* I absolutely love Disney, especially 1980s and 1990s Disney films and so I regularly watch these and have toys and castles from them
* I spend relaxation time on my Kindle Fire and watching Disney DVDs, I need this time to decompress between activities and socialising, it is extremely vital for me to be able to do this. I need to make sure my kindle is fully charged as this is important for my entertainment.
* Outside, I love parks, nature and trees whatever the weather, come rain or shine. This also includes swings, climbing frames, zipwires and trampolining
* I have lots of energy and love to spend my time being active and performing engaging tasks and I hope you will experience this with me
* I am very sensitive to smells and love for my clothes to be fully clean

**Main Duties and Responsibilities:**

This role will primarily consist of supporting the cared for generally, both in the community and at home. This will include

* Assisting with shopping
* Domestic duties, including cooking, cleaning, and encouraging the cared for to maintain a clean home
* Supervising the cared for with his own personal care
* Organise and plan days out and activities, such as going for a walk, or going to the park

**Essential Criteria**

Candidates will be required to match the following criteria:

* Previous experience in a similar position
* Willing to complete training which will involve shadowing other team members and completing further training courses
* Excellent communication skills
* Experience in PEC’s and Makaton (BSL would be good)
* Professional and committed approach
* Patience and understanding with the needs of the supported
* Successful candidates will be part of a support team for Rory and will be required to work successfully together to produce the best results for the client’s wellbeing

**Desirable Criteria**

* Driver’s license is desirable for mobility and travelling to nearby activities
* Confident, proactive and creative, especially in taking client out to activities and finding ways of engaging him in the activity. Enjoy being outside, walking and being energetic

**Summary terms and conditions**

* The rate of pay for this position is £12.50 per hour per day hour worked, and £15.00 per hour for a waking night hour.
* Hours and times of work: The client requires 24-hour care, 7 days per week, as a result numerous hours are available to candidates, both full and part time. Day hours start at 7am and continue until 10pm, worked between two shifts and two workers. Night hours begin at 10pm and last until 7am. Expected shift pattern: 7am – 3pm; 3pm – 10pm; 10pm – 7am.
	+ Please complete the application form and provide the hours you are available to work
* Annual Leave: The annual holiday entitlement for this position is 5.6 weeks pro-rata.
* Expenses: You will be reimbursed for any agreed expenses incurred as part of the role.

**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 complete an application form, quoting the job reference number **4832** and return to SIL.

**Please refer to the job description, when completing your application form.**

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

**Email**: suffolk@silmail.org **Telephone**: 01473 603876

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