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| **Position: Personal Assistant**  |
| Thank you for your interest in the above mentioned job vacancy. I will be recruiting staff with the help of the BMBC Brokerage & Support Team  |
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| **About the Service User** | An 18 year female who suffers with Coffin-sirirs syndrome, a rare genetic disorder. Service user’s lives in Wombwell, with her parents.  Service users enjoy shopping Swimming, watching DVD and going to cinema.  |
| **Hours and rate of Pay**  | 10 hours per week (around 8 hours Friday and 2 hour Saturday) Saturday times may change might be 4 hour every other Saturday. To be discuss with employer at interviewParents will contribute towards any cost for the PA this will be discussed at interview.£\_\_8.21\_\_ per hour.The post will include 5.6 weeks annual leave (pro rata)DBS check (formerly known as CRB) and references will be required.  |
| **What you would be doing…** | Enabling the Service User to continue to live a full and independent life. This involves taking her out to social events and shopping trips and cinema, swimming eating out. |
| **The person I would like…** | The position will require someone who is flexible, motivated patient, and understanding with a calming nature. Ultimately considerate to my needs. Being confident to assist me develop my social interaction. Or a willingness to attend any necessary training requirements.The ideal candidate would be like a part of my family. |
|  | *Personalisation Support Service do not generally acknowledge receipt of applications, however, if you require an acknowledgement, please stamp and self-address a postcard, which will be returned to you on the day your application form is received.***Closing date for applications…..**You will be contacted to arrange an interview if your application is successful. |
| **NB: BMBC PROVIDES A SUPPORT FOR INDIVIDUALS LIVING INDEPENDENTLY IN THE COMMUNITY AND WILL NOT BE THE EMPLOYER. YOU ARE EMPLOYED BY THE INDIVIDUAL CONCERNED**.***\*\* CV’s are not accepted please contact BMBC directly for an application form \*\******Please return all correspondence to:****People Directorate** **BMBC Brokerage & Support Team, PO Box 634, Barnsley, S70 9GG.** **E mail:** **brokerageandsupport@barnsley.gov.uk****Tel: 01226 772425** |