Date as Postmarked

Dear Applicant

# Re: Job Ref DG-SDWL17 - Post of Personal Assistant

Please find enclosed job description and application form for the above post.

Lothian Centre for Inclusive Living is only passing this information on to you on behalf of an individual employer. If you are short-listed you will be contacted by our client.

If you do not hear from them within four weeks from the closing date, you can presume the post has been filled. Unfortunately we are unable to write to those who have not been short-listed for interview.

Thank you for applying for the job and Good Luck with your application!

Yours faithfully

# Admin Support

Independent Living Team

**JOB DESCRIPTION FOR PERSONAL ASSISTANT**

The aim of the job is to provide assistance required by the employer, a disabled man.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance when I need it allows me to lead my life independently. A Personal Assistant will enable me to do this by listening to what I want and following my instructions. It is therefore vital that an employee has good communication and listening skills.

It is important to recognise that the support will be provided within the family home therefore confidentiality and respect for the employer and his family’s privacy and daily routine is of the utmost importance.

The job involves assisting me with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected of a Personal Assistant.

After a period of familiarisation with the duties, you will be required to assist me with the tasks listed below, sometimes without close supervision. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of my wishes.

You do not have to be strong to do the job well but general good health is important.

The job requires providing assistance with the following:

* Assistance with showering / bathing
* Assistance with dressing and undressing
* Assistance with Stoma care and catheter
* Assistance with shoes
* Washing dishes and general cleaning of kitchen
* Laundry and ironing
* Assistance to change bedding
* General cleaning and tidying of house
* Ensuring bathroom is clean and hygienic
* Occasionally assistance with preparing food
* Assistance to maintain upkeep of equipment e.g. wheelchair
* Any other reasonable task

**Personal Qualities**

Previous experience would be advantages although all applications will be considered.

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour. They must be reliable, trustworthy and punctual. It is important that an employee is aware of and sensitive to my needs. As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship. All prospective employees please note that the employer has 2 friendly dogs.

Previous experience would be advantageous although all applications will be considered.

**The Post**

The post is for 15.75 hours per week and the rate of pay will be £8.25 per hour. The hours of work will be worked flexibly over 7 days but days and times to be discussed and mutually agreed by employer.

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| **Application Form for Job Reference: DG-SDWL17** | | | | | | | | |
| **NOTE:** Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the job description. | | | | | | | | |
| **Applicant’s Details** | | | | | | | | |
| Surname:  First Names:  Telephone:  Mobile:  Email: | | | | | Address:    Postcode: | | | |
| **Education/Training** (please continue on a separate sheet if required) | | | | | | | | |
|  | | **From** | | **To** | | **Qualifications Obtained** | | |
|  | |  | |  | | |
| **Current / Previous Employment** (please continue on a separate sheet if required) | | | | | | | | |
| **Position** | | **From** | | **To** | | **Main Duties and Reason for Leaving** | | |
|  | |  | |  | |  | | |
| Personal Statement – Experience, skills and general comments. | | | | | | | | |
| **NOTE:** After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. They need not have been gained in paid employment and may include special interests relevant to the post. If you need additional space please use a separate sheet. | | | | | | | | |
|  | | | | | | | | |
| **Do you have a current driving licence YES/NO** | | | | | | | | |
| Please state whether Provisional or Full licence. Detail any endorsements below.  Do you own a car? **YES/NO**  If yes, would you be prepared to use it for work?  **YES/NO** | | | | | | | | |
| **When would you generally be available to work? (Please tick)** | | | | | | | | |
|  | **Morning** | | **Afternoon** | | | | **Evening** | **Night** |
| **Monday** |  | |  | | | |  |  |
| **Tuesday** |  | |  | | | |  |  |
| **Wednesday** |  | |  | | | |  |  |
| **Thursday** |  | |  | | | |  |  |
| **Friday** |  | |  | | | |  |  |
| **Saturday** |  | |  | | | |  |  |
| **Sunday** |  | |  | | | |  |  |
| **When would you be available to start work?** | | | | | | | | |
| **Where did you see this job advertised?** | | | | | | | | |
| **Protection of Vulnerable Groups (Scotland) Act 2007** | | | | | | | | |
|  | | | | | | | | |
| Are you a member of the PVG Scheme? **YES/NO**  If no, you will be required to join | | | | | | | | |
| PVG Number: | | | | | NI Number: | | | |
|  | | | | | | | | |
| Please name two people who can be contacted to provide references e.g. former employer, college tutor, other professionals – **not** friends or relatives. | | | | | | | | |
| Name: | | | | | Name: | | | |
| Position: | | | | | Position: | | | |
| Relationship to you: | | | | | Relationship to you: | | | |
| Address:  Tel. No. | | | | | Address:  Tel. No. | | | |

## I declare that, to the best of my knowledge, the information I have given is true and correct. I understand that deliberately providing false information could lead to my dismissal.

### Signature : Date :

**Closing Date : 28/04/2017**

Either email back to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) or post to address given below.

To ensure delivery, please check that sufficient postage has been paid.

Post to : **LCIL, Norton Park, 57 Albion Road Edinburgh EH7 5QY**