Date as Postmarked

Dear Applicant

# Re: Job Ref DM-SDWL - 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 Support Worker**

The aim of the job is to provide assistance to the Employer’s son who lives in his own house. My son is 25 and has autism. He can come across as quite capable and can hide his difficulties very well at times. However, when he is stressed and anxious, his difficulties can become more evident.

The purpose of the job is to support my son to live his day-to-day life and minimise any stress and anxiety. It will take my son quite some time to build up trust with his support worker. Currently, he is quite heavily reliant on me, his mother to do things for him, e.g. supporting him with any paperwork, household bills, etc. It is expected that over time, a support worker will be able to support my son with more of this.

**The Posts**

Posts: Approximately 20 hours per week and the hourly rate of pay is £10.43 per hour. Days and times will vary and will be discussed further at interview.

**The Post-holders**

Ideally, I am looking for someone who can come up with new ideas and who can develop systems to help my son to organise his weekly routine and make decisions.

My son copes better when he is presented with only a small number of choices when trying to make a decision. You must be confident in how you are working and dealing with my son.

It is important that my son’s support is structured and consistent. Therefore a support worker needs to be methodical, have initiative and be able to plan ahead. It is also essential that support workers are respectful of my son’s home. He like his flat to be kept clean and tidy.

An ideal post-holder would be someone who is friendly, calm and patient with a good sense of humour.

A full driving license is desirable.

**DOMESTIC TASKS**

**Cooking:** Required to assist with coming up with a weekly/monthly plan. You should encourage my son to cook and take an interest in this.

**Housework:** My son can do this very well by himself as he is very house proud. On occasion you may be required to do this together as he may benefit from doing things as a group activity. This may include supporting with gardening.

**Shopping:** This is generally done once a week by the Employer however, you may on occasion be required to assist with this. My son can find shopping extremely stressful. This is mainly due to the environment and also because he has to make decisions. Shopping trips need to be planned.

**Correspondence:**

this is mostly dealt with by the employer. The ultimate goal is that my son will be able to take part in dealing with paperwork, bills, filling in forms etc with assistance from his support worker.

**SOCIAL TASKS**

You will be required to support my son with getting involved in the community and exploring new activities, seek training and work opportunities. Support worker should encourage and assist my son to access social life, integrate into the community. Candidate should be energetic, enthusiastic individual who could work on their own initiative and help employer to identify social clubs, activity centres etc, and accompany him to pursue social interests.

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| **Application Form for Job Reference: DM-SDWL** | | | | | | | | |
| **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?** | | | | | | | | |
|  | | | | | | | | |
| 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 :

Please return this form by **closing date 29.05.17**

Completed application forms can be returned by e-mail to pajobs@lothiancil.org.uk.

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

#### To : LCIL

**Norton Park**

**57 Albion Road**

**Edinburgh**

**EH7 5QY**