Date as Postmarked

Dear Applicant

# Re: Job Ref MD-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 Female Personal Assistant**

**Young person / child**

The aim of the job is to provide assistance to my 10 years old daughter who has Down syndrome and ADHD. She likes social activities like swing parks, soft play, swimming.

A Personal Assistant is employed to help the young person to live their life the way they choose whilst at the same time giving them guidance and support to make safe decisions.

Getting the right assistance when I need it will allow my daughter to lead her life independently when I she is older. A Personal Assistant will enable her to do this by listening to the guidance by me and following any instructions along with spending time to get to know me.

Essential criteria: Candidate must have experience and knowledge as my daughter can show aggressive behaviour. Candidate should be able to manage and divert her attention and help to calm her. She also uses nappy so intimate personal care is required.

The job involves assisting with a variety of tasks. Like most people, her 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 with the following tasks, sometimes without close supervision from mw. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of my own and my parents’ wishes.

It is essential that the postholder is a member of the Protection of Vulnerable Groups (PVG) scheme or is willing to join.

The job requires providing assistance with the following:

**Personal Tasks**

* Assistance getting in and out of bed
* Assistance with intimate care, changing nappies, toileting.
* Assistance with showering / bathing
* Assistance with dressing and undressing
* Assistance with brushing hair and teeth
* Assistance/prompt with eating and drinking

**Independent Living Skills**

* Travelling safely
* Budgeting and money skills
* Communication

**Social Tasks**

* Help to go to any places of interest with or without friends
* Help to interact with other people of the same age
* Assistance when going out for a walk
* Shopping for pleasure
* Assistance with other leisure activities e.g. board-games, music, reading and playing

**Other Tasks**

* Driving
* Any other reasonable task

**Personal Qualities**

* Reliability and trustworthiness
* Friendly and easy-going
* Sensitive and approachable
* Punctual
* Sense of humour
* Enjoy Challenge
* Smoker / non-smoker

**The Post**

Hours: 9 hours per week approximately and the hourly rate of pay is £10.43 per hour.

Shifts: Usually Mondays, Thursdays and another day of the week is flexible. Shifts from 4pm to 7pm

One Sleepover is also required every fortnight on weekends. Sleepover paid at a flat rate of £75.78 per sleepover. 9 hours of overnight support is considered as one sleepover.

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| **Application Form for Job Reference: MD-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 :

**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**