Date as Postmarked

Dear Applicant

# Re: Job Ref LM17-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 Workers Ref: LM17-SDWL

The aim of the job is to provide support, assistance, leisure activities and care to my 21-year-old son who has autism, severe learning difficulties and suffers from anxiety and epilepsy. The Support Worker will join a small and friendly team, and be given training and guidance from the parents and professionals who work with him, based in the family home.

The Support Worker will receive professional training in the principles of Positive Behaviour Support 🟋 and their implementation and use in caring for my son. This is necessary to deal effectively with the many communication and behavioural issues which arise.

After a period of training and familiarisation with the duties, the Support Worker will be required to assist my son with the tasks and activities listed below. After the training is complete, the post holder will need to be able to work on their own initiative whilst at the same time respecting my son’s needs, wishes, and the extensive written guidance and behaviour management protocols in place.

My son has been housebound for many months due to anxiety issues, and progress has been very slow. However he has just started to leave the house again and we hope that, with the right support and interventions, over the coming months he may begin to resume activities he has enjoyed in the past, such as walks, bike rides and simple local shopping. When he is outdoors he will need to be accompanied by two support workers.

Hours are arranged to suit individual team members wherever possible, but this post of around 16 hours a week will include a range of hours during the week, weekends, some evenings, and occasional overnights if the family are away. There are also team meetings once a month; these have usually taken place on a Friday from 10.15am to 12 noon.

The job requires providing assistance with the following:

**Personal Tasks**

* Assistance with simple food preparation, playing board-games, reading, baking, small art projects, trips out to the local bottle bank and post box, simple tasks in the garden, writing birthday cards, use of a camera, Facebook, listening to music, etc.
* Assistance in his learning people’s names.
* Assistance with morning and evening routines, shaving, bathing etc.
* Assistance with toileting including personal hygiene.
* Assistance with domestic tasks such as unstacking and restacking the

dishwasher, emptying the house bins, laundry, changing bed linen etc.

* Assistance (we hope, eventually) with leisure activities outside the home to give my son enjoyable exercise, for example taking him for walks (typically 3 – 6 miles) or cycle rides on traffic free routes, doing simple shopping locally and similar individual activities.

**Domestic Tasks**

* Preparation of simple meals and associated clearing and cleaning up.
* Reasonable cleaning and tidying up after activities

**Other Tasks**

* Reading records, and recording information yourself about the day’s events.
* Assisting with administration tasks from time to time, for example making new visual materials and laminating them, helping to update protocols, guidance and reports etc.
* Assisting with training new team members once fully experienced and established in post

**Qualities Needed**

* Reliability, punctuality and trustworthiness. You must be a complete non-smoker/non-vaper. You should like young people, be organised, positive and enthusiastic, enjoy a challenge. You should be patient and kind, but firm when necessary. Previous experience working in care, and with learning disability and autism, is an advantage. The successfully applicant needs to be reasonably fit to keep up with my son as he is physically able and can walk fast outdoors.
* As the training takes several weeks, please do not apply unless you are willing and able to stay in the job for at least a year.

**The Post**

To start as soon as possible for training. Rate of pay will be £12.07 per hour. Overnights are paid at £75.74 per night. The package will include 5.6 weeks of paid annual leave (calculated on pro-rata basis depending on weekly hours). The employer will also operate a statutory workplace pension scheme, into which you will be auto-enrolled, if you qualify.

This post is funded by West Lothian Council under the Direct Payments Scheme, but the young man’s mother will be the Employer on his behalf.

All references given will be followed up.

The successful applicant will be required to be a member of the PVG (Protecting Vulnerable Groups) scheme or to obtain membership. Financial assistance will be given for a successful applicant who needs to apply for PVG scheme membership. For more information go to

<http://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm>

🟋Positive Behaviour Support

For more information on this evidence-based approach to help people with learning disability (and their carers) live better lives, go to

<http://pbsacademy.org.uk/>

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| **Application Form for Job Reference: LM17-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 so that it is received by the closing date of 15/12/2017

Either email it back at [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.

To : **LCIL**

**Norton Park, 57 Albion Road Edinburgh EH7 5QY**