Date as Postmarked

Dear Applicant

# Re: Job Ref JC-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 Personal Assistant**

The aim of the job is to provide assistance to an elderly couple as required by me, the employer who is their son.

A Personal Assistant is employed to help my parents continue to live their lives independently. The Personal Assistant will enable them to do this by following my instructions. It is therefore vital that an employee has good communication and listening skills. My mother requires significantly more support and this description therefore refers mainly to her.

The job involves assisting her with a variety of tasks. Like most people, her day will vary 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 her with the following tasks, mostly 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 physically strong to do the job well but general good health is important.

The job requires providing assistance with the following:

**Personal Tasks**

* Assistance with showering / washing
* Assistance with dressing and undressing
* Assistance with brushing hair and teeth
* Assistance re-dressing after visiting WC
* Reminding parents to take prescribed medication
* Prompting mild exercise (short walks within complex or using pedal exerciser)

**Domestic Tasks**

* Preparing and cooking food (and encouraging my mother to eat and drink)
* Washing dishes and general cleaning of kitchen
* Laundry
* General cleaning and tidying of house
* Assistance with shopping if required
* Adding items to shopping list
* Checking fridge regularly to ensure that food isn't spoiled or out of date.
* Emptying bins and taking bags/recycling to banister on ground floor.

**Social Tasks**

* Assistance when going out for a walk (pushing wheelchair)
* Occasional visit to coffee shop
* Go to library to choose audiobooks or books
* Occasional requirement to take to GP surgery or other local appointment
* Conversation and companionship
* Any other reasonable task

**The Post**

The post is for 10 to 14 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. Initially however, the hours of work are approximately 5pm to 7pm Mon to Sat/Sun with options to provide holiday cover in the mornings.

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| **Application Form for Job Reference: JC-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 10/02/2018

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**