Date as Postmarked

Dear Applicant

# Re: Job Ref GQ-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 required by the employer, a young out-going 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.

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 following tasks, 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.

The job involves moving and assisting/use of a hoist – in house training will be provided. 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:

# Personal Tasks

* Assistance with dressing and personal care when required
* Transferring to and from wheel chair
* Assistance to use the toilet – minimal assistance is required
* Assistance with cleaning teeth and shaving
* Assistance using hair styling products (hair wax)
* Basic assistance with eating and drinking
* Assistance to get on outdoor clothing/shoes and hoist sling

# Domestic Tasks

* Preparing and cooking food/drink
* Washing dishes and general cleaning of kitchen
* Laundry and ironing
* General cleaning and tidying of house
* Changing bedding and towels
* Maintaining stocks of medications and personal care supplies

# Social Tasks

* Assistance to go to coffee shop, pubs, cinema, music gigs and events (with or without friends)
* Assistance to attend voluntary work in Glasgow
* Shopping for pleasure
* Assistance when going out for a walk using wheelchair
* Basic assistance with correspondence – help with letters/post

# Other Tasks

* Assistance with light gardening
* Driving
* Any other reasonable task

# Personal Qualities

* Conscientious
* Reliable and trustworthy
* Friendly and easy-going
* Sensitive and approachable
* Non-smoker preferred
* Punctual
* Flexible
* Sense of humour
* Patient
* Empathic
* Relaxed positive attitude
* Open minded (non-judgemental)
* Energetic and Creative
* Cooking skills
* Dog lover
* Basic computer skills/confident using internet
* Good communication/good written English
* Driving license – Vital (full & clean)

**The Post**

To be available in a bank capacity to provide holiday cover/sickness cover for existing personal assistants as and when required that help me with all aspects of daily living.

Working Hours/Shifts:  Ad-hoc Hours. Monday – Sunday to cover holiday and sickness cove when required. While also suiting employers needs and requirements. The rate of pay is £8.50 per hour.

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

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**