Date as Postmarked

Dear Applicant

# Re: Job Ref AE-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**

**Young disable person**

The aim of the job is to provide assistance to a young disabled person with Rett syndrome & autism with guidance from the parent.

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 me to lead my life independently when I am older. A Personal Assistant will enable me to do this by listening to the guidance by my parents and following any instructions along with spending time to get to know me. Sometimes I find it hard to communicate what I need and therefore it is 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 from my parents. 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.

Personal Assistant must be trained to give rescue medication. You do not have to be strong to do the job well but general good health is important.

It is essential that the post holder 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 with getting washed and ready for school
* Assistance with intimate personal care when required
* Assistance with dressing and undressing
* Assistance with preparing for school, social clubs
* Giving breakfast in the morning and assistance with eating and drinking while on social outings.
* Giving medications as advised by parents.

**Independent Living Skills**

* Travelling safely while on social outings
* Budgeting and money skills
* Communication

**Social Tasks**

* Help to go to activity centres, clubs, play groups or any place of interest.
* Help to interact with other people of the same age
* Assistance when going out for a walk
* Shopping for pleasure
* Assistance with other identified leisure activities.

**Other Tasks**

* Any other reasonable task

**Personal Qualities**

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

**The Post**

Hours: (School term –time, 40 weeks per year) 4.25 hours per week at £9.50 per hour and during (School holidays, 12 weeks per year) 16 hours per week at £9.50 per hour.

Shift details:

School term time Fridays from 12.45 pm to 5pm.

School holidays - 7am to 3m worked over two flexible days per week.

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| **Application Form for Job Reference: AE-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. **15.06.18**

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**