Date as Postmarked

Dear Applicant

# Re: Job Ref CW-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 purpose of this role is to provide assistance required by the employer or a nominated person/client. The purpose of this role is to provide assistance required by the employer or a nominated person/client.

A Personal Assistant is employed to help the client live their life the way they choose. Providing the correct assistance when required it allows them to lead their life independently. A Personal Assistant will enable them to do this by listening to what they want and following their instructions. It is therefore vital that the employee has good communication and listening skills.

The job involves assisting the client with a variety of tasks.

After a period of familiarization with the duties, you will be required to assist the client 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 the clients wishes.

The job requires providing assistance with the following:

# Domestic Tasks

* Preparing and cooking food
* Washing dishes and general cleaning of kitchen
* Laundry and ironing
* General cleaning and tidying of house
* Assistance with shopping

# Social Tasks

* Help to go to pubs, cinema, theatre with or without friends
* Participating in going for a walk together/ exercise activities.
* Shopping for pleasure
* Assistance with correspondence – phone calls / letter writing
* Assistance with other leisure activities e.g. board-games, music, reading

# Other Tasks

* Assistance to maintain employer’s healthcare equipment if required.
* Driving to and from various locations appointments
* Any other reasonable task

# Personal Qualities

The Personal Assistant should be friendly and approachable with a good sense of humour. They must be reliable, trustworthy and punctual. It is important that an employee is aware of and sensitive to the clients needs. As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship.

**The Post**

The post is for 15-20 hours per week and the rate of pay will be £10.78 per hour.

Flexible shifts.

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| **Application Form for Job Reference: CW-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?** | | | | | | | | |
| **Protection of Vulnerable Groups (Scotland) Act 2007** | | | | | | | | |
|  | | | | | | | | |
| Are you a member of the PVG Scheme? **YES/NO**  If no, you will be required to join | | | | | | | | |
| PVG Number: | | | | | NI Number: | | | |
|  | | | | | | | | |
| 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 : 19/11/2018**

Either email back to [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.

Post to : **LCIL, Norton Park, 57 Albion Road Edinburgh EH7 5QY**