REF: MARS Female Personal Assistant (Full/part time) **£10.25 per hour**. Southside/Central Edinburgh **Apply ASAP**

Role: To assist a disabled woman, who requires support 24/7 with all aspects of life including work, rest and play!

* Experience not necessary
* Driver preferred, not essential (over 25 for insurance purposes)
* Must be Reliable and conscientious
* Ability to use initiative essential
* Must like cats, and not be allergic!

Shifts would **generally** be around 10am-6pm, 6pm-10am weekdays and weekends. Start/finish times are negotiable. Additional hours relief/cover available.

Job Description for Female Personal Assistant Ref: MARS

The aim of the job is to provide assistance as required by me, the employer, a disabled woman in my 40s.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance when and how I need it allows me to lead my life independently, which involves all aspects be it social, personal and domestic. The PA will enable me to do this by listening carefully to what I want and following my instructions. A Personal Assistant is not required to have previous experience, as on the job training will be given. It is therefore vital that an employee has good communication skills.

The job involves assistance with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected. The job requires providing assistance with the following:

# Personal Tasks

* Assistance with washing/showering
* Assistance with dressing and undressing
* Assistance to get in and out of bed (using a ceiling hoist)
* Assistance to go the toilet
* Assistance with personal grooming
* Assisting me with hair washing/drying and styling

# Domestic Tasks

* Preparing and cooking food (to my specifications)
* Washing dishes and general cleaning of kitchen
* Laundry and ironing
* Making and changing bed
* General cleaning and tidying of house ie mopping floors, empty bins/recycling.
* Assistance with shopping (either with, or for me)

# Social Tasks

* Help to go to pubs, cinema, concerts, theatre with or without friends
* Assistance with cooking for/entertaining friends and family (understanding the need to be available but not intrusive)
* Assisting me in hobbies, ie upcycling, craffts
* Driving for me and friends, putting on wheelchair clamps and seat belts.
* Escorting me to appointments, e.g. Drs, Bank etc
* Shopping for pleasure (my main hobby)
* Assistance with accessing transport/buildings/services

## Medical Tasks

* Observing/applying creams as preventative or to irritated skin (if required)
* Assistance to take medication, with my request and direction
* Assistance with night ventilation (putting on equipment- non invasive)
* Assistance with other medical equipment, ie nebuliser, cough assist, when it is needed.

# Other Tasks

* Assistance whilst at work- paid/voluntary, being available, but not intrusive
* Assisting me to look after my 2 cats, (feeding, grooming, litter)
* Escort me on holiday/weekends away
* Assistance to maintain equipment e.g. charging wheelchair, appliances
* Assistance with basic home decorating
* Cleaning windows (occasionally)
* Pushing wheelchair (Only in an absolute emergency)
* Any other reasonable task!

# Personal Qualities

* Friendly and easy-going ▪Respectful of personal space
* Good communication skills ▪Punctual, reliable and flexible
* ▪Ability to adapt to new situations and use initiative
* Sensitive and approachable ▪Respect employers right to confidentiality

# APPLY ASAPApplication Form for Job Reference: MARS

Please complete the following application form as accurately and in as much detail as possible and return ASAP, details are at the end of the form.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address . |  |
| Postal Address |  |
| Postal Town. |  |
| Post Code |  |

|  |  |
| --- | --- |
| Do you have a full driving license that is valid in the UK? |  |
| Are you over 25 (for driving insurance) |  |
| When could you start work? |  |
| Where did you see this post advertised? |  |

## References

Please write the names and contact details for two independent people who would be willing to provide a reference for you. One of them should be your most recent employer. Note that a telephone number is not sufficient.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship (boss/etc) |  |  |
| Job Title of referee |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| postal address, town |  |  |
| Post code |  |  |
| **Email address** |  |  |
| Telephone number |  |  |

How many hours are you looking to work? Number minimum- number maximum

## History of Education and Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | From | To | Qualifications Gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Work History (including voluntary work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer | Position held | From | To | Main Duties and reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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## Additional Information

|  |
| --- |
| 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. |
|  |

## Work Availability

Please indicate in the table below what times you would generally be available for work within the period of the day, i.e. if you are available from 7am to 11am Tuesday morning, then put 7-11am in the box. If you are available for any time write yes and please write no if you are not available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Afternoon | Evening | Overnight |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

To help with planning an Interview, have you any commitments/holiday dates to be **avoided** over the coming month?

* Date/time
* Dates

## Declaration

In submitting this completed application, you are declaring the information you have supplied in this application form is true and accurate to the best of your knowledge. Any deliberate falsification will be viewed as gross misconduct and may lead to dismissal without notice.

Application forms may be returned preferably by email using the address: [kitkat0131@yahoo.com](mailto:kitkat0131@yahoo.com)

or can be posted to: PA Recruitment, Lothian Centre for Inclusive Living, Norton Park Centre, 57 Albion Road. Edinburgh, EH7 5QY

Please ensure that you have paid adequate postage otherwise your application will not be received.