Date as Postmarked

Dear Applicant

# Re: Job Ref TS-SDWL- Post of Personal Assistant Locum

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

Personal Assistant (Locum)

The aim of the job is to provide assistance and support at home to a 4 year old boy with complex medical needs and a learning disability. It involves providing assistance with care tasks alongside his carers, but also the opportunity to play and maximise his opportunities to have fun and enjoy life

A Personal Assistant is being employed to help him live his life and experience things any child would of his age. Getting the right assistance will allow him to get the most out of his life and bring on his physical, social and emotional development.

After a period of familiarisation with the duties, you will be required to assist the carers 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 carers wishes.

The child is an active little boy, and whilst you do not have to be strong to do the job a level of fitness and good health is required.

The job requires providing assistance with the following:

# Personal Tasks

* Assistance getting in and out of bed
* Assistance with showering / bathing
* Assistance with dressing and undressing
* Assistance with brushing hair and teeth
* Assist carers with tracheostomy care and gastrostomy care.

# Social Tasks

* Going out for walks and playing in the park.
* Going to Soft Play and other children based activities.
* Reading books, singing and dancing with him.
* Accompanying us when we go out on our canal boat.

# Personal Qualities

We are looking for a Personal Assistant who is friendly and approachable with a good sense of fun. It would be preferable if you have previous experience of working with special needs children although training will be provided.

**The Post**

The rate of pay will be **£12.48** per hour. **The hours of work will vary as it will be to provide cover and support when the other personal assistant is on holiday or cannot work.** The hours however will a maximum of 4 hours per day Monday – Thursday, and a maximum of 9 hours per day on Friday term time. During school holidays, it will be a maximum of 9 hours between 9-5 Monday to Friday.

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

**CLOSING DATE: 11/02/19**

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**