Date as Postmarked

Dear Applicant

# Re: Job Ref MW WN ML

Please find enclosed job description and application form for the post with the above job reference.

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 that you have been unsuccessful. 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 of a

Young person.

The aim of the job is to provide assistance to a young person with severe and complex needs with guidance from the parent and current members of a core team.

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 moved into my own house. This will require 24 hour care. A Personal Assistant will enable me to do this by ensuring I have help and guidance regarding ALL aspect of every day living. I am a non verbal young man, with no awareness of any danger. I function at the mentally of a six month old baby, but , as I a 28 year old man, am very strong, but non violent. Therefore, it is vital that an employee has good communication and listening skills.

The job involves assisting me with every aspect of everyday living.

After a period of familiarisation with 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 own and my Mum wishes.

The job involves moving and assisting whilst at home and outside. I can't make informed decisions and therefore you will be responsible for this. Full training will be given until you are able to understand my needs, wants and noises. You do need to have relative strength and be forward thinking and pro active.

It is essential that the postholder 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 getting in and out of bed
* Assistance with showering / bathing
* Assistance with dressing and undressing
* Assistance with brushing hair and teeth and shaving
* Assistance with danger awareness
* Assistance with eating and drinking

# Domestic Tasks

* Preparing and cooking food to a very specific requirement
* Washing dishes and general cleaning of kitchen
* Laundry
* General cleaning and tidying of house
* Assistance with shopping
* Assistance to look after my pet.

**Independent Living Skills**

* Travelling safely
* Budgeting and money skills
* Communication

# Social Tasks

* Assistance when going out for a walk
* Shopping
* Assistance with correspondence – phone calls / letter writing
* Assistance with other leisure activities e.g. music, reading and playing

# Other Tasks

* Assistance to maintain upkeep of equipment e.g. wheelchairs
* Any other reasonable task

# Personal Qualities

* Reliability and trustworthyness
* Friendly and easy-going
* Sensitive and approachable
* Punctual
* Sense of humour
* Enjoy a Challenge
* Be forward thinking and pro active and sensible

To apply please complete and return an application form by 4 pm on the closing date of Wednesday 6th February 2019.

# Application Form for Job Reference MW WN ML

Please complete the following application form as accurately and in as much detail as possible. Shortlisting for interview will be based on the information you supply on the application form read in conjunction with the job description.

Please do not send in the job description or covering letter when returning the application form. If you require more room please use a separate piece of paper with the job reference and your name on it. If completing electronically press tab whilst the final cell in a table is selected to insert a new row.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address, first line. |  |
| Postal Address, second line |  |
| Postal Address, third line |  |
| Postal Address, Town. |  |
| Post Code |  |

## Declaration

I agree that the information I have supplied in this application form is true and accurate to the best of my knowledge. I understand that any deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

(Please leave the signature and date blank if you are sending in the form electronically. If you are invited to interview, you will be asked to sign a printed out copy then.)

## 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  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 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 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 |
| Sunday |  |  |  |  |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |

## Supporting information

You do not need to fill out the following questions if they are not applicable to the post. e.g. if the job description does not ask for PVG membership, then you may put N/A in the space provided.

|  |  |
| --- | --- |
| Are you a member of the PVG Scheme?  |  |
| PVG Membership Number |  |
| Do you have a full driving licence that is valid in the UK? |  |
| Do you have the use of a vehicle? |  |
| If applicable, would you be prepared to use the vehicle for work? |  |
| 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 to you |  |  |
| Title of referee  |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| Postal address, town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |
|  |  |  |

Please return the completed application form by 4 pm on the closing date of Wednesday 6th February 2019.

Application forms may be returned by email to: pajobs@lothiancil.org.uk 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 to send any application forms by mail as LCIL does not accept postage otherwise.