Date as Postmarked

Dear Applicant

# Re: Job Ref UN WN EL

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 sending in your application, 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 female Personal Assistant

Job reference UN WN EL

The aim of the job is to provide assistance required by the employer, a female wheelchair user who lives in Musselburgh.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance when I need it allows me to lead my life independently. This includes supporting me with family life, including helping with my young children. A Personal Assistant will enable me to do this by listening to what I want and following my instructions. It is therefore 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. Because some of the duties involve help with personal care, the post is open to females only.

After a period of familiarisation with the 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 wishes and the wishes of my husband.

The job involves moving and assisting and experience of this is preferable, although this is not essential as training can be given. It is essential that the postholder have reasonable physical fitness and good health as they will need to push a manual wheelchair at times. The postholder must have a full driving license valid in the UK.

It is essential that the postholder be a member of the Protection of Vulnerable Groups (PVG) scheme or be willing to join and be a non-smoker.

The job requires providing assistance with the following:

# Personal care Tasks

* Assistance getting in and out of bed
* Assistance with showering/bathing
* Assistance with dressing and undressing
* Assistance with brushing hair and teeth
* Assistance with eating and drinking
* Assistance with getting on/off toilet
* Assistance with cutting food
* Assistance with wheelchair transfers

# 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
* Assistance to look after my pets.

# Social Tasks

* Help to go to cinema, theatre with or without friends
* Assistance when going out for a walk
* Shopping for pleasure
* Assistance with correspondence – phone calls/letter writing
* Assistance with other leisure activities e.g. board games, music, reading, swimming, sauna.
* Assistance with picking up/dropping off my two toddlers to school and with extracurricular activities and swimming.
* Assistance with getting to and from doctor’s appointments.

# Other Tasks

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

# Personal Specification

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Education and Qualifications | Educated to secondary level | Relevant professional qualification or higher education training |
| Skills and Abilities | Ability to communicate clearly  Ability to work without close supervision  Good organizational / time  Management skills  Good interpersonal skills  Must be able to swim  Full driving license valid in UK. | Negotiation skills  Creative problem solving skills  Advocacy skills  Basic computer skills |
| Experience/ Knowledge  (Paid or voluntary work) | Understanding of person centred working | Direct personal experience of disability |
| Personal Attributes | Reliable and trustworthy  Flexible and responsible  Non judgmental  Ability to recognise work/personal  boundaries  Sensitive & approachable  Likes Children  Non-smoker | Sense of humour  Enjoys a challenge  Persistence  Team worker |
| Other Requirements | Occasional work at evenings or weekends according to needs of service |  |

**The Post**

**The rate of pay is £9.10 per hour.**

There are a total of 29 hours available to be split between two personal assistants. It is likely that each person will get around 14.5 hours each but employer willing to

be flexible.

There will be occasional overtime.

To apply please either send in your CV or complete the application form and return it as soon as possible**.**

If you are sending in your CV, please quote reference UN WN EL and email to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) or post to UN WN EL Recruitment, LCIL, Norton Park Centre, 57 Albion Road, Edinburgh, EH7 5QY.

# Application Form for Job Reference UN WN EL

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 license 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 as soon as possible.

Application forms may be returned by email to: [pajobs@lothiancil.org.uk](mailto: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.