# CHX IMC Job description – Female personal assistants

## A bit about me

I’m 30 years old and live near the redeveloped Fort in North Fort Street. I enjoy making jewellery and cards, going to gigs and studying. I have a number of medical conditions which affect me differently from one day to the next. I have Asperger’s (an Autistic Spectrum Disorder – ASD for short) which means my brain takes in and processes information differently from most people. It’s a stressful condition that affects people in different ways. When I am well and happy, it’s not too noticeable that I have ASD but, when I’m stressed, I can get stuck with my thinking and need someone who is sensitive enough to take time to understand me.

I have ME (myalgic encephalopathy also known as chronic fatigue syndrome) and EDS (Ehlers-Danlos syndrome – a complex form of hypermobility) which have resulted in me using a powered wheelchair. Sometimes I’m so exhausted or can be in so much pain that I have to stay in bed. It’s really frustrating!

In September 2017 achieved a major goal and started back at university. This time round I’ve chosen a wheelchair friendly local university – Edinburgh Napier. I’m studying Biomedical Sciences and your support will be crucial to my success.

I am employing PAs 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. PAs 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.

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

You do not have to be strong to do the job well but general good health is important.

## The post

As my energy and strength is limited by my health, I need help getting up and going to bed every day. Here’s an outline of what’s ideally needed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Mornings** | | **Evenings** | |
| **Monday** | 7-9 am | Breakfast, shower, dress | 9-10 pm | Get ready for bed |
| **Tuesday** | 7-8 am | Breakfast, dress | 9-10 pm | Get ready for bed |
| **Wednesday** | 7-9 am | Breakfast, shower, dress | 9-10 pm | Get ready for bed |
| **Thursday** | 7-8 am | Breakfast, dress | 9-10 pm | Get ready for bed |
| **Friday** | 7-8 am | Breakfast, dress | 9-10 pm | Get ready for bed |
| **Saturday** | 7-8:30 am | Breakfast, dress, change bed | 5-10 pm | Dinner, cleaning, shower |
| **Sunday** | 7-8 am | Breakfast, dress | 9-10 pm | Get ready for bed |

Being on the autistic spectrum, times and routine are important to me. They help to keep my stress levels low. Mornings need to start at 7am to allow me to get to university. Depending on my timetable, there might be some flexibility in this time, especially at weekends.

As you can see, personal care is the basis of my needs but companionship is also very important. Once a week there is a longer shift to include a little cleaning, a shower and dinner. I like very plain food.

## Personal specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and qualifications** | Educated to secondary level. | Educated to degree level. |
| **Skills and abilities** | Good time management.  Good communication skills. | Creative problem solving. |
| **Experience/**  **Knowledge** | Willingness to learn how Asperger’s affects me as an individual. | Direct experience of Asperger’s. |
| **Personal attributes** | Reliable.  Non-judgemental.  Understanding.  Caring.  Positive attitude.  Able to admit mistakes.  Willing to learn. | Enjoy a challenge.  Persistent.  Good sense of humour. |

## Hours

The post is for 20.5 hours per week, in the first instance, to be shared between a team of carers.

Mornings start at 7am due to my university commitments at Sighthill Campus. There may be some flexibility on days when I don’t attend university.

## Rate of pay

£9.18 per hour.

## Application form for job reference CHX IMC

Please complete the following application form as accurately and in as much detail as possible. Short listing 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 (e.g. by circling or highlighting) which shifts you are available for:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Mornings** | | **Evenings** | |
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**Supporting information**

|  |  |
| --- | --- |
| Are you a member of the PVG Scheme? |  |
| PVG Membership Number |  |
| 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 |  |  |

## Closing date: Monday 11th March 2019