Date as Postmarked

Dear Applicant

# Re: Job Ref FF1 OH

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

Ref: FF1 OH Job Description for Life Enabling Companion/ P.A.

The aim of the job is to provide assistance to a young person with disabilities with guidance from the parent.

The Life Enabling Companion/ 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 and to give me more confidence. A Life Enabling Companion/ Personal Assistant will enable me to do this by listening to the guidance by my parent and following any instructions from me, along with spending time to get to know me. Sometimes I find it hard to communicate what I need and therefore it is vital that an employee has good communication and listening skills and speaks clear fluent English.

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 Life Enabling Companion.

After a period of familiarisation with the duties, you will be required to assist me with the following tasks, sometimes without close supervision from my parent. The post holder will therefore need to be able to work on their own initiative whilst at the same time being respectful of my own and my parents’ wishes.

The job involves moving and use of both an overhead plus Molift prone stander hoist. We would be looking for a Life Enabling Companion/ Personal Assistant and previous experience is not necessary/essential as full training will be provided within the home by parent/team members. You do not have to be strong to do the job well but general good health is important.

The job requires providing assistance with the following:

# Personal Tasks

* Assistance getting in and out of bed using an overhead hoist
* Assistance with bathing using an overhead hoist (not required if male PA)
* Assistance with dressing and undressing
* Assistance with brushing hair and teeth
* Assistance with eating and drinking
* Assistance with all transfers
* Assistance with transferring me into a prone stander for therapy
* Assistance with exercises both in my wheelchair and on a therapy plinth

# Domestic Tasks

* Preparing and cooking food
* Washing dishes and general cleaning of kitchen
* General tidying of employer’s bedroom and bathroom
* General cleaning as required
* Assistance with clothes washing and ironing
* Providing assistance with looking after my pets
* Providing assistance with the care of my assistance dog including walks/play/feeding and helping me remember commands/cleaning his toileting area periodically and picking up faeces.in the park during free play and from his toileting area as required

**Independent Living Skills**

* Travelling safely on buses/ escort duties with me and my assistance dog
* Money skills for purchases bought/basic counting skills/monetary recognition
* Communication – encouragement to get me to speak to people/ ask for things independently in shops etc
* Access projects in the community and develop my social circles

# Social Tasks

* Help to go to cinema, theatre with or without friends
* Help to interact with other people of the same age
* Help to go to Edinburgh Fringe & Music festival as appropriate
* Assistance when going out for a walk
* Shopping for pleasure
* Food shopping when required
* Assistance with correspondence – phone calls / letter writing
* Assistance with other leisure activities e.g. music, reading and activities around my interests, appropriate to my age level
* Assistance whilst on holiday

# Other Tasks

* Overnight stays will be requested once training is completed – on a rota basis
* To feed the cat/dog as required (must love dogs) and have no problem cleaning up dog toileting area
* To assist with washing & ironing/ cleaning my room and bathroom as required
* Any other reasonable task

# Personal Qualities

I am looking for a Life Enabling Companion who is friendly and approachable with a good sense of humour. They must be able to demonstrate the following qualities:

* Friendly and easy-going
* Sensitive and approachable
* Good listener with excellent communication skills
* Good sense of humour
* Have a positive outlook on life
* Encouraging nature to ensure Finola develops her interests and learns
* Preferably with a musical interest
* Fluent and clear English native speaker
* Punctual and conscientious
* Must be able to use own initiative on occasions
* Unafraid to accept responsibility
* Reliability and trustworthiness are essential
* Non-smoker preferred
* PA has a good level of physical health
* Must like dogs, cats and enjoy walking

**The Post**

**1 X PART-TIME POSITION – 15 hours (min) per week @ £10.15** per hour with 8 week trial period with the possibility of increased hours on occasions. There will be an opportunity for the occasional sleepover (£74.25 per session 2200hrs to 0700hrs) once fully.

There will be a review after the 8 week period and if successful the contract will be secured.

**Interviews**

Accepted candidates will be interviewed by single parent and young person seeking a life enabling companion.

Interviews – Friday 22nd and Saturday 23rd March 2019

Dependant on references & PVG scheme check we would be looking at a

Start date IMMEDIATE (March) 2019

# Application Form for Job Reference FF1 OH

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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

## 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 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.

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.