Date as Postmarked

Dear Applicant

# Re: Job Ref SR19 IMC

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 reference SR19 IMC

Job Description for Personal Assistant to a woman with dementia, living in Newhaven.

The aim of the job is to provide assistance required by an 84-year-old woman with dementia, living alone in her own house in Newhaven, Edinburgh.

We are seeking a companion/personal assistant for our 84-year-old mother who is suffering from dementia. She is intelligent, articulate and is relatively fit and active. She enjoys good, stimulating conversation, so she needs someone to entertain her - taking her on trips to galleries, films, the botanic gardens, and shopping - whilst also helping her with basic domestic tasks like food shopping, cooking, admin and taking her medication.

She lives in her own home with a small garden and has a weekly cleaner and gardener. She is very independent and has lived on her own for many years, but she is finding it increasingly difficult to manage daily life due to her forgetfulness and confusion caused by her dementia. As she is resistant to the idea of being looked after, we are looking for someone to befriend her, offering her companionship and some outings with a view to increasing responsibility on the domestic front once she becomes accustomed to regular visits. This may take a while, and the P.A. will be expected to use time not spent in direct contact with the employer, researching the nature of the disease and suitable activities for future opportunities.

She is interested in art, reading, writing, bird-watching, and culture. She enjoys the company of animals but doesn't have a pet. She has a good sense of humour.

A Personal Assistant is employed to help her live her life the way she chooses. Getting the right assistance when she needs it allows her to lead life independently. A Personal Assistant will enable her to do this by listening to what she wants and following her instructions. It is therefore vital that an employee has good communication and listening skills.

The job involves assisting her with a variety of tasks. Like most people, her day varies so it is difficult to list every task that is expected of a Personal Assistant.

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

The job requires providing assistance with the following:

# Personal Tasks

* None at present, she is fully capable of washing, dressing, and feeding herself

# 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

# Social Tasks

* Accompanying her to cinema, theatre, walks in botanic gardens, outings to art galleries, bookshops and trips further afield
* Accompanying her to appointments at doctors, opticians, hairdressers etc
* Assistance with correspondence – phone calls/letter writing, keeping appointments diary up to date and accurate
* Participation in other leisure activities e.g. conversation, reading, companionship whilst watching TV, listening to the radio

# Other Tasks

* Driving
* Help prepare and cook light, nutritious meals
* Oversee taking daily medication and supplements
* Provide companionship and good conversation
* Any other reasonable task

# Personal Qualities

* Reliability and trustworthiness
* Friendly and easy-going
* Sensitive and approachable
* Punctual
* Sense of humour
* Non-smoker
* Clean driving licence
* Calm and patient
* Enjoy good conversation
* Interest in the arts and gardening would be helpful
* Well behaved canine pet may be welcome, if appropriate

Please note that a demonstrable knowledge of dementia, gained, ideally, in a professional setting, is required or you should be open to attending training opportunities.

**The Post**

The post is for 6 hours per week and the rate of pay will be £10 per hour –The hours of work are:

12.00-4.00pm Monday-Saturday but can be flexible depending on planned activities on each day.

We currently have two other PAs and 24 hours per week to cover so occasional overtime could be available.

# Application Form for Job Reference SR19 IMC

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 as soon as possible.

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.