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| --- | --- | --- | --- | --- | --- | --- | --- |
| job description | | | | | | | |
| Job Title | | | Personal Assistant to Disabled Person | | | | |
| Job Ref. | | | CG OH | | | | |
| Rate of Pay | | | £10.88 per hour | | | | |
| Job Status | | | Part-time / casual | | | | |
| Location | | | Edinburgh | | | | |
| Closing date | | | 18 October 2019 | | | | |
| Summary  As a Personal Assistant, your role is to enable the employer, a young man who has a physical disability and uses a powered wheelchair, to pursue his interests and live as independently as possible.  Responsibilities   * Provide assistance with social and leisure activities (e.g. cinema, evening classes, meeting friends, visiting new places, trying new things, etc). * Provide assistance with note taking, administrative and work-related tasks. * Provide assistance out and about, including driving wheelchair accessible van. * Provide assistance with domestic tasks (e.g. cleaning, laundry, shopping, etc) * Provide assistance with eating, drinking and preparing food. * Provide assistance with getting in and out of bed, using a tracking hoist (training provided). * Provide assistance with personal care, showering and toileting.   Skills And Experience   * Excellent communication and conversational skills. * Understanding, patient and enthusiastic attitude. * Previous experience supporting someone with a disability. * Driving licence valid in the UK (applicants who do not meet this criterion will be rejected). * Protecting Vulnerable Groups (PVG) scheme membership.   **Additional Details**   * Opportunity is open to both male and female applicants. * Part-time and casual positions available. * Training is provided.   **How To Apply**  To apply for this position, send your completed application form or CV by email to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) quoting job reference: CG OH | | | | | | | |
| completing the Application Form Complete your application accurately and in as much detail as possible. Shortlisting for interview is based on information that you supply on this form and how it relates to the job description. | | | | | | | |
| Personal Details | | | | | | | |
| Forename | | |  | | | | |
| Surname | | |  | | | | |
| Telephone | | |  | | | | |
| Mobile | | |  | | | | |
| Email | | |  | | | | |
| Address | | |  | | | | |
| Postcode | | |  | | | | |
| education & training history Provide education and training history, stating the institution, title of course, and dates attended. | | | | | | | | |
|  | | | | | | | | |
| employment history Provide employment and voluntary history, stating the organisation, job title, responsibilities, and dates employed. | | | | | | | | |
|  | | | | | | | | |
| skills & experience Describe your skills and experience, and how these are suited to this post (they do not need to have been gained in paid employment and may include interests relevant to this post). | | | | | | | | |
|  | | | | | | | | |
| work availability Indicate times you are available to work (this will be discussed at interview). | | | | | | | | |
| day | morning | | | afternoon | | | evening | |
| Mon. |  | | |  | | |  | |
| Tue. |  | | |  | | |  | |
| Wed. |  | | |  | | |  | |
| Thu. |  | | |  | | |  | |
| Fri. |  | | |  | | |  | |
| Sat. |  | | |  | | |  | |
| Sun. |  | | |  | | |  | |
| pvg scheme The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps makes sure people whose behaviour makes them unsuitable to work with children or protected adults, cannot do ‘regulated work’ with these vulnerable groups. To apply for PVG membership, visit: <https://www.mygov.scot/apply-for-pvg/> | | | | | | | | |
| Are you a member of the PVG scheme? | | | | |  | | | |
| What is you PVG membership number? | | | | |  | | | |
| Additional Information | | | | | | | | |
| Do you have a full driving licence? | | | | |  | | | |
| When can you start work? | | | | |  | | | |
| Where did you hear about this opportunity? | | | | |  | | | |
| declaration I declare that, to the best of my knowledge, the information I have given in this application form is accurate. I understand that deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice. | | | | | | | | |
| Signature | |  | | | | | | |
| Date | |  | | | | | | |
| references Please state the details of two referees who will be contacted to provide references in support of your application e.g. former employers, college tutors, other professionals. | | | | | | | | |
|  | | referee 1 | | | | referee 2 | | |
| Forename | |  | | | |  | | |
| Surname | |  | | | |  | | |
| Job Title | |  | | | |  | | |
| Organisation | |  | | | |  | | |
| Address | |  | | | |  | | |
| Postcode | |  | | | |  | | |
| Telephone | |  | | | |  | | |
| Mobile | |  | | | |  | | |