Date as Postmarked

Dear Applicant

# Re: Job Ref FI 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 of you submitting your application, then you can assume 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 Personal Assistant

Job Reference FI WN EL

The aim of the job is to provide assistance required by a disabled young man living in the family home on the outskirts of North Berwick. It is important to recognise that the support will be provided within the family home therefore confidentiality and respect for the employer and his family's privacy and routine is of the utmost importance. Equally important is a sense of humour, a fun loving nature and calm attitude in anxious situations.

You must be a driver with own transport and a clean licence (due to the rural location) and you will be expected to drive a large wheelchair-accessible vehicle at times.

You must be punctual, with attention to detail and not allergic to cats.

You must be a non-smoker.

There is an additional family member with significant health problems therefore it is essential that you are in good health.

You must also be a member of the Protection of Vulnerable Groups (PVG) scheme or willing to join. A new membership statement will be required.

**The Post**

The position is part time and flexible and could involve day shifts and waking nights.

Applicants should state their availability and preferred hours on the application form.

You should also state the maximum and minimum amount of hours per week you could do to be able to take the job. You should also state the minimum length of shift you can do to make it financially viable for you.

There may be occasional overtime to cover staff annual leave.

The rate of pay is £10.00 per hour.

**The Post-Holder**

You will work as a Support Worker on your own, and as part of a small team. The job requires someone who has good communication and listening skills with an ability to follow instructions. It is important that the employee is someone who is sensitive to the needs of the employer and his family. It is vital that they are reliable, trustworthy and punctual, and have a good understanding for the need for confidentiality.

An ideal post-holder would be someone who is friendly, calm and patient with a good sense of humour. The post-holder will need to be willing to regularly work outdoors in a woodland environment.

You do not have to be strong to do the job well but good health and attention to infection risks is important. There is some moving and assisting in this job so previous experience would be an advantage but not essential as training can be provided.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. You will therefore be expected to work in a flexible way when the occasion arises that tasks, which are not specifically covered in the job description, have to be undertaken.

# PERSONAL CARE TASKS

**Personal Care:** The employer requires assistance with eating, drinking and toileting. Occasionally medication will need to be administered.

**Mobility:** The employer uses a specialised power chair and requires assistance with repositioning and movement.

You will be required to drive a large wheelchair accessible vehicle.

## OTHER TASKS

**Going out:** The employer visits a tree nursery twice per week. 2 support workers accompany him. One drives and one acts as an escort.

**Equipment:** Any equipment (e.g. wheelchair) should be kept clean and any problems should be reported immediately to the employer.

**Communication:** Muscle tone can affect the employer's ability to communicate vocally with others, particularly in a crowded or busy public space. You need to be sensitive to these anxiety-causing environments, and to assist the employer with communication in these situations.

**Leisure Activities**: You will be required to support the employer appropriately in any leisure activity or social function. This will involve regularly working outdoors in a woodland setting.

**Other:** The employer and his family may require assistance with any other reasonable tasks.

To apply for the position please either send in your CV or complete and return an application form as soon as possible.

If sending in your CV, please quote reference FI WN EL and either email to pajobs@lothiancil.org.uk or post to FI WN EL Recruitment, LCIL, Norton Park Centre, 57 Albion Road, Edinburgh, EH7 5QY.

# Application Form for Job Reference FI 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 or can be posted to:

FI WN EL 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.