Date as Postmarked

Dear Applicant

# Re: Job Ref EM2IMC

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 Description for Personal Assistant Ref: EM2IMC

**One Female-only PA required for young woman with Prader Willi Syndrome, EH17 area REF: EM2IMC**

The aim of the job is to provide the assistance required by me the employer. I am a young woman who has (Prader Willi Syndrome)

I have short limbs and have mobility issues. I live with my brother and need assistance with my day to day living. I have many interests including sitting making loom bands, colouring in, and meeting people and I am looking for someone to work as my personal assistant to assist me with these interests and other activities outlined below.

A personal assistant should provide the help I need at my request. Too often a disabled person can find that those who assist them try to take over and make decisions about what the disabled person should do and shouldn’t do. I would prefer you to provide the assistance I really need by listening to my requests and instructions on how to do tasks. Getting the right assistance allows me to live my life independently.

It is important to recognize that the support will be provided within the family home therefore confidentiality and respect for the employer and her family’s privacy and daily routine is of the utmost importance.

# The Post

The job is 20 hours a week. The job is 20 hours a week, 2 full days. 8pm to 6pm Saturday and Sunday.

The hourly day rate is £9.46.

# The Post-holder

You will work as a Personal Assistant on your own. 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 but also respects the family environment. As the Personal Assistant works one-to-one with the employer, it is vital that they are reliable, trustworthy and punctual.

An ideal post-holder would be someone who is friendly, calm and patient with a good sense of humour.

The job involves assisting me in the shower and helping me getting dressed. You do not have to be strong to do the job well, but general good health is important.

# PERSONAL CARE TASKS

**Bathing:** The employer requires total assistance with showering, moisturizing my skin in sensitive areas and my feet with creams supplied by the doctor.

**Dressing:** The employer requires total assistance with dressing and undressing.

**Toilet**

**Assistance:** The employer requires assistance with going to the toilet only when I go out and have to use public toilets.

**Appearance:** The employer requires assistance with maintaining personal appearance i.e. brushing hair, nail care, brushing teeth etc

**Meals:** The employer requires meals to be prepared and a routine of times as I have my insulin to take before every meal.

**Mobility:** The employer requires assistance with steps as I can’t see small steps very well. I walk with a wheelie which helps me with my balance, but stairs I have to hold on to the rails and go slowly up and down. At home I have a stair lift to get up and down.

**Medication**: The employer requires help with recording my blood sugar level in my book and ensuring that I have taken my insulin medication and other pills that I take on a daily basis. I can do this myself and only need the PA to check for me

## DOMESTIC TASKS

**Cooking:** The employer requires preparation of meals and cooking, washing and tidying up after meals.

**Cleaning:** The employer requires assistance maintaining the cleanliness of the home. Tasks include vacuuming, dusting and general tidying up.

**Laundry:** The employer requires assistance with washing clothes as well as changing beds.

**Shopping:** The employer requires assistance with shopping. This may involve going with the employer or without the employer

## OTHER TASKS

**Interests:** I like making loom bands and rolling wool into balls and colouring in also I like to collect lots of CD’S and listen to them.

**Going out:** I like going out to charity shops and the pound shops and getting on the bus. Also, I like to go out once a week for lunch and even like going out for trips in the car.

**Pet care:** The employer has asmall Yorkshire terrier called Mitzy and likes to walk her along to the shops depending on the weather. Also, would like to take her out to different places.

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

# Application Form for Job Reference EM2IMC

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 |  |  |  |  |

Are you interested in working .20 hours per week? Yes/no

## 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 |  |  |

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.