Date as Postmarked

Dear Applicant

# Re: Job Ref cb265 Post of Personal Assistant

Please find enclosed job description and application form for the above post.

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 the post has been filled. 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

**Background information**

The aim of the job is to provide the assistance required by the employer, a disabled man who lives at home.

A Personal Assistant should provide the help and support I need. You can only provide the assistance I really need by listening to my requests and instructions on how to do tasks. Getting the right assistance at the time I need it enables me to lead my life independently.

**The Post-holder**

You will work as a Personal Assistantas part of a small team. The job requires someone who has good communication and listening skills and an ability to follow instructions. It is important the employee is someone who is sensitive to the needs of the employer and the home environment. As a Personal Assistant works one-to-one with the employer, it is vital that they are reliable, flexible, trustworthy and punctual. It is important that they maintain confidentiality both in the home and workplace environment.

An ideal post-holderneed not be experiencedbut would be someone who is friendly with an open mind and a good sense of humour, an understanding nature, and is calm and patient.

As a Personal Assistant you should be able to handle the tasks of lifting, moving and handling, and pushing, etc. You do not have to be physically strong to do the job well, but general good health is important.

**The Post**

You will work as part of a team and will assist me with personal care, domestic tasks, social activities, and any other reasonable tasks. There is a permanent post available and also a relief post to cover holidays and sickness.

**Pay Rates**

The hourly rate is £9.46 and sleepovers are paid at £74.40 paid monthly into your bank account.

**Summary**

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour. They must be reliable, flexible, trustworthy and punctual. It is important that an employee is aware of and sensitive to my needs. A Personal Assistant is required to work one-to-one, it is important that the employer and employee maintain an open and honest relationship.

**PERSONAL ASSISTANT TASKS / DUTIES**

* assisting me to exercise.
* assisting me to get in and out of bed with use of track hoist.
* assisting me to shower / wash.
* assisting me with shaving, brushing teeth, and nail care
* assisting me to dress and undress.
* assisting me to go to appointments e.g. doctor, hospital, dentist, hairdresser.
* preparing and cooking meals and snacks, and assisting me at mealtimes.
* laundry, washing and ironing clothes, making my bed, and changing bed linen.
* shopping, this may involve going with the employer, or without the employer.
* maintaining cleanliness of the home, hoovering, dusting, and general tidying up.
* assisting me to go to cinema, social events etc.
* any equipment e.g. wheelchair should be kept clean and any problems reported to the employer.

the employer may require assistance with any other reasonable tasks.

During the night I may need assistance with changing position in bed, sorting bed covers and pillows, preparing drinks.

**My condition is Friedreich’s Ataxia**

a progressive neurological illness with no treatment or cure. I experience muscle spasms, and because of my balance problems sneezing and coughing can cause me to be unstable in my wheelchair. Eating is now more difficult and I cough and find swallowing difficult and require supervision and assistance when eating or drinking.

**Shifts Available**

Approximately 180 basic hours plus 9 sleepovers (s/o) over 4 week rota. Listed below are the shifts that urgently need filled, and are not a specific rota (These shifts are on a temporary / relief basis).

**Daytime shifts can be split 9am – 1pm and 1pm-6pm if necessary .**

**Week 1**

Mon 9am-6pm £86.76

Tue 9am-6pm £86.76

Thur 6pm+s/o £141.88

Fri 6pm+s/o £141.88

Sun 9am-6pm £86.76

**week 2**

Mon 9am-6pm £86.76

Tue 9am-6pm £86.76

Thu 6pm+s/o £141.88

Fri 9am-6pm £86.76

Fri 6pm+s/o £141.88

Sat 6pm+s/o £141.88

**week 3**

Mon 9am-6pm £86.76

Tue 9am-6pm £86.76

Thur 6pm+s/o £141.88

Fri 6pm+s/o £141.88

Sun 9am-6pm £86.76

**week 4**

Mon 9am-6pm £86.76

Tue 9am-6pm £86.76

Thu 6pm+s/o £141.88

Fri 9am-6pm £86.76

Sat 6pm+s/o £141.88

Sun 9am-6pm £86.76

All shifts which include sleepover (s/o) end at 9.00am.

I also require relief workers to cover for holidays, sickness and absence. This job is ideal for someone living in the Midlothian area and who can help at short notice, and wants to earn some extra money.

PVG membership is preferable but not essential.

£9.64 per hour / £74.40 per sleepover.

**Closing date: required urgently**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application Form for Job Reference: cb265** | | | | | | | | |
| **NOTE:** Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the job description. | | | | | | | | |
| **Applicant’s Details** | | | | | | | | |
| Surname:  First Names:  Telephone:  Mobile:  Email: | | | | | Address:    Postcode: | | | |
| **Education/Training** (please continue on a separate sheet if required) | | | | | | | | |
|  | | **From** | | **To** | | **Qualifications Obtained** | | |
|  | |  | |  | | |
| **Current / Previous Employment** (please continue on a separate sheet if required) | | | | | | | | |
| **Position** | | **From** | | **To** | | **Main Duties and Reason for Leaving** | | |
|  | |  | |  | |  | | |
| Personal Statement – Experience, skills and general comments. | | | | | | | | |
| **In this section, please give details of your reasons for wanting this job, details of any relevant experience you have and explain what your interests are.** | | | | | | | | |
|  | | | | | | | | |
| **Do you have a current driving licence YES/NO** | | | | | | | | |
| Please state whether Provisional or Full licence. Detail any endorsements below.  Do you own a car? **YES/NO**  If yes, would you be prepared to use it for work?  **YES/NO** | | | | | | | | |
| **When would you generally be available to work? (Please tick)** | | | | | | | | |
|  | **Morning** | | **Afternoon** | | | | **Evening** | **Sleepover** |
| **Monday** |  | |  | | | |  |  |
| **Tuesday** |  | |  | | | |  |  |
| **Wednesday** |  | |  | | | |  |  |
| **Thursday** |  | |  | | | |  |  |
| **Friday** |  | |  | | | |  |  |
| **Saturday** |  | |  | | | |  |  |
| **Sunday** |  | |  | | | |  |  |
| **What number of hours and/or sleepovers are you willing to work per week?** | | | | | | | | |
|  | | | | | | | | |
| **Are you a member of the PVG Scheme?** | | | | | | | | |
|  | | | | | | | | |
| **When would you be available to start work?** | | | | | | | | |
| |  | | --- | | **Would you be prepared to be called at short notice?** |  |  | | --- | | **Would you be prepared to work past your shift, if another employee called in sick at short notice?** | | | | | | | | | |
| **Where did you see this job advertised?** | | | | | | | | |
|  | | | | | | | | |
| Please name two people who can be contacted to provide references e.g. former employer, college tutor, other professionals – **not** friends or relatives. | | | | | | | | |
| Name: | | | | | Name: | | | |
| Position: | | | | | Position: | | | |
| Relationship to you: | | | | | Relationship to you: | | | |
| Address:  Tel. No. | | | | | Address:  Tel. No. | | | |
| Email: | | | | | Email: | | | |

## I declare that, to the best of my knowledge, the information I have given is true and correct. I understand that deliberately providing false information could lead to my dismissal.

### Signature : Date :

Please return completed application forms by e-mail to cb265@hotmail.co.uk

or by post.

#### To : Ref cb265

58 Newbyres Crescent

Gorebridge

EH23 4UQ