Date as Postmarked

Dear Applicant

# Re: Job Ref AR WN ED

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 you submitting your application, 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 Female Personal Assistant

**Job reference AR WN ED**

The aim of the job is to provide assistance required by the employer, a disabled woman who lives in West Central Edinburgh.

I am an elderly Spanish speaking lady. Because of a stroke I had some years ago, I find it difficult to motivate myself and make safe decisions. The post holder will need to take time to get to know me and take guidance from my family. This will allow the post holder to support me to make safe decisions. It is therefore vital that you have good communication and listening skills in English. It would be preferable if you could also speak Spanish but this is not essential.

Because of the personal care tasks, this post is for females only. Whilst applications from experienced care workers are welcome, applications from individuals who have no relevant experience are also welcome. Full on-the-job training would be given.

The job involves assisting me with a variety of tasks. Like most people, my 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 me 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 my wishes and the wishes of my family.

Part of the job will be to ensure I don’t fall. You’ll do this by holding my arm to keep me steady whilst I move. You’ll therefore not need to be strong to do the job but good general health is important.

The job requires providing assistance with the following:

# Personal Tasks

* Assistance getting in and out of bed
* Assistance with showering and hair washing
* Assistance with dressing and undressing
* Assistance with drying hair
* Assistance with eating (and cutting food)
* Assistance to move safely, i.e. preventing falls (always take me by the arm)
* Assistance with medication
* Assistance with use of toilet or throwing of pads

# 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

* Help to go to cinema, parks or museums, or even an outing on a bus ride through the city
* Assistance when going out for a walk
* Shopping for pleasure
* Assistance with correspondence – phone calls, whatsapp messages, letter writing (generally all in Spanish)
* Assistance with crossword puzzles or other cognitive games/activities
* Assistance with other leisure activities, e.g. board-games, music, reading
* Companionship/playing games with me or reading together (in Spanish)
* Watching a movie on a tablet
* Talking to me and helping me engage in conversations

# Other Tasks

* Assistance to maintain upkeep
* Accompanying me to medical appointments or physical therapy if my family is unable to do so
* Going to the pharmacy
* Helping me with phone calls
* Planning outings around the city with me

# Personal Specification

|  |  |  |
| --- | --- | --- |
|  |  ESSENTIAL |  DESIRABLE |
| Education and Qualifications | Educated to secondary level | Relevant professional qualification or higher education training |
| Skills and Abilities | Ability to communicate clearlyAbility to work without close supervisionGood organizational / time Management skillsGood interpersonal skillsAbility to listen carefullyWillingness to take in feedbackHave initiative/ability to problem-solve | Negotiation skillsCreative problem-solving skillsAdvocacy skillsBasic computer skillsAbility to speak and read/write Spanish |
| Experience/ Knowledge(Paid or voluntary work) | Understanding of person-centred working | Direct personal experience of disability, especially with a person with little initiative (but a big desire to follow other’s) who requires motivation |
| Personal Attributes | Reliable and trustworthy Flexible and responsibleNon judgmentalAbility to recognize work/personalboundariesSensitive & approachable DiscreteActive, though gentlePunctualEncouragingPositive and optimistic | Sense of humourEnjoys a challengePersistenceTeam worker |
| Other Requirements | Occasional work at evenings or weekends according to needs of service |  |

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour and initiative, as I have little. You must be reliable, trustworthy and punctual. It is important that an employee is aware of and sensitive to my needs even when I do not express much. As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship.

**The Post**

The rate of pay is £11 per hour.

There are four shifts that need to be covered as of the beginning of January 2020:

Thursday 0815to 0945.

Thursday 1630 to 2030.

Friday 0900 to 1300.

Friday 1630 to 2030.

If we find a suitable person, the shifts could cover:

Monday 0900 to 1300.

Monday 1630 to 2030.

Tuesday 0900 to 1300.

Tuesday 1630 to 2030.

Wednesday 0815 to 0945.

Wednesday 1630 to 2030.

Thursday 0815 to 0945.

Thursday 1630 to 2030.

Friday 0900 to 1300.

Friday 1630 to 2030.

Saturday 0900 to 1300.

Saturday 1630 to 2030.

The employer is looking for (ideally) one or more PA to cover these shifts. applications from people looking for part time work welcome.

Please state in your application your preferred shifts.

Please state in your application the maximum and minimum amount of hours you are willing to do to be able to take the job.

There will be occasional overtime.

To apply please either send in your CV or complete and return an application form (see below) as soon as possible.

CVs should quote reference AR WN ED and can either be emailed to pajobs@lothiancil.org.uk or posted to AR WN ED Recruitment, LCIL, Norton Park Centre, 57 Albion Road, Edinburgh, EH7 5QY.

# Application Form for Job Reference AR WN ED

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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

## 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 |
| 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: AR WN ED 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.