REF: MARS Female Personal Assistant/ **Driver** (Full/part time) **£10.88 per hour**. South Edinburgh **Apply ASAP**

Role: To assist a disabled woman, who requires support 24/7 with all aspects of life including work, rest and play!

* Experience not necessary
* Must be Reliable and conscientious
* Must like cats, and not be allergic!

Shifts would **generally** be around 10am-6pm, 6pm-10am weekdays and weekends. Start/finish times are negotiable. Additional hours relief/cover available.

Job Description for Female Personal Assistant Ref: MARS

The aim of the job is to provide assistance as required by me, the employer, a disabled woman in my 40s.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance as I need it allows me to lead my life independently. The PA will enable me to do this by listening carefully to what I want and following my instructions. My Personal Assistant is not required to have previous experience in this area of work, as on the job training will be given. It is therefore vital that an employee has good communication skills.

The job involves assistance with a variety of tasks. Like most people, my day can vary vastly so it is difficult to list every possible task that may be expected. The job requires providing assistance with some or all of the following:

# Personal Tasks

* Assistance with washing/showering
* Assistance with dressing and undressing
* Assistance to get in and out of bed (using a ceiling hoist)
* Assistance to go the toilet
* Assistance with personal grooming (applying face cream, makeup, jewellery)
* Assisting me with hair washing/drying and styling

# Domestic Tasks

* Preparing and cooking food (to my specifications)
* Washing dishes and general cleaning of kitchen
* Laundry and ironing
* Making and changing bed
* General cleaning and tidying of house ie mopping floors, empty bins.
* Helping me to recycle all waste appropriately
* Assistance with shopping (either with, or for me)

# Social Tasks

* Driving for me and friends, securing wheelchair clamps and seat belts
* Help to go to pubs, cinema, concerts, theatre with or without friends
* Assistance with cooking for/entertaining friends and family
* Assisting me in hobbies, ie upcycling, crafts, shopping
* Escorting me to appointments, e.g. Drs, Bank etc
* Assistance with accessing transport/buildings/services

## Medical Tasks

* Observing/applying creams as preventative or to irritated skin (if required)
* Assistance to take medication, on my request and direction
* Assistance with night ventilation (putting on equipment- non invasive)
* Assistance with other medical equipment, ie nebuliser, cough assist, when/if it is needed.

# Other Tasks

* Assistance in activities I choose to do.
* Assisting me to look after my 2 cats, (feeding, grooming, litter, vet visits)
* Escort me on holiday/weekends away
* Assistance to maintain equipment e.g. charging wheelchair, appliances
* Assistance with some home decorating, upcycling, improvising
* Cleaning windows (occasionally)
* Pushing wheelchair (Only in an absolute emergency)
* Any other reasonable task!

# Personal Qualities

* Friendly and easy-going
* Respectful of the employers’ home and personal space
* Good communication and listening skills
* Punctual, reliable and flexible
* Ability to adapt to new situations, and use initiative
* Minimum of basic cooking skills
* Respect employers right to confidentiality

# Application Form for Job Reference: MARS

Please complete the following application form as accurately and in as much detail as possible and return ASAP, details are at the end of the form.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Mobile Number |  |
| Email Address |  |
| Postal Address |  |
| Postal Town. |  |
| Post Code |  |

|  |  |
| --- | --- |
| When could you start work? |  |
| Are you a driver? |  |
| Do you drive in the UK? |  |
| 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 |
| Full Name |  |  |
| Position |  |  |
| Relationship (boss/etc) |  |  |
| Job Title of referee |  |  |
| Company |  |  |
| Postal Address |  |  |
| town |  |  |
| Post code |  |  |
| **Email address** |  |  |
| Telephone number |  |  |

How many hours are you looking to work? Number minimum- number maximum

## 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, please consider what skills, experience and interests you have, that may be suited to this post. |
|  |

## Work Availability

Please indicate in the table below what times you would generally 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 |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

TIPS; Have you considered any regular commitments? (ie, Tues + Thurs 9am-4.30pm college, Wed 7-9pm Choir)

To help with planning an Interview, have you any commitments/holiday dates to be **avoided** over this month?

* Date/time

## Declaration

In submitting this completed application, you are declaring the information you have supplied in this application form is true and accurate to the best of your knowledge. Any deliberate falsification will be viewed as gross misconduct and may lead to dismissal without notice.

Application forms may be returned by email using the address: [kitkat0131@yahoo.com](mailto:kitkat0131@yahoo.com),

If mailing ensure sufficient postage is paid, send to:

**LCIL, PA applications,**

**Norton Park Centre,**

**57 Albion Road,**

**Edinburgh EH7 5QY**