Date as Postmarked

Dear Applicant

# Re: Job Ref RB-SDED Part-Time Female Support Worker Required

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

The aim of the job is to provide assistance required by the employer, a disabled woman with ME.

Support worker required to give emotional and psychological support to 60yr old woman with M.E/CFS and anxiety. The role would require support at home and on occasion going out.

Essential criteria:- Some interest in or good understanding of m.e/ cfs and mental health. Some previous experience preferred. Honest, reliable, confidential, good communication skills. Person centred approach respecting employer’s choices and independence.

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.

The job requires providing assistance with the following:

# Tasks

* Providing social support
* Emotional or Psychological support as and when required
* My days will vary so understanding of that and help me through the day
* Some assistance with paper works as and when required.
* Any other reasonable task
* Accompanying to places of interest if/when required.

# Personal Specification

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Education and Qualifications | Educated to secondary level | Relevant professional qualification or higher education training |
| Skills and Abilities | Ability to communicate clearly  Ability to work without close supervision  Good organizational / time  Management skills  Good interpersonal skills | Negotiation skills  Creative problem solving skills  Advocacy skills  Basic computer skills |
| Experience/ Knowledge  (Paid or voluntary work) | Understanding of person centred working | Direct personal experience of disability |
| Personal Attributes | Reliable and trustworthy  Flexible and responsible  Non judgemental  Ability to recognise work/personal  boundaries  Sensitive & approachable | Sense of humour  Enjoys a challenge  Persistence  Team worker |
| Other Requirements |  |  |

**The Post**

Hours: 4 hours per week £10.88 per hour (wages processed through LCIL). Flexible days as mutually agreed with employer minimum 2 days per week.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application Form for Job Reference: RB-SDED** | | | | | | | | |
| **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. | | | | | | | | |
| **NOTE:** 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. If you need additional space please use a separate sheet. | | | | | | | | |
|  | | | | | | | | |
| **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** | **Night** |
| **Monday** |  | |  | | | |  |  |
| **Tuesday** |  | |  | | | |  |  |
| **Wednesday** |  | |  | | | |  |  |
| **Thursday** |  | |  | | | |  |  |
| **Friday** |  | |  | | | |  |  |
| **Saturday** |  | |  | | | |  |  |
| **Sunday** |  | |  | | | |  |  |
| **When would you be available to start work?** | | | | | | | | |
|  | | | | | | | | |
| **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. | | | |

## 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 :

To ensure delivery, please check that sufficient postage has been paid.

#### To : LCIL

Norton Park

57 Albion Road

Edinburgh

EH7 5QY