Date as Postmarked

Dear Applicant

# **Re: Job Ref IF 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 Personal Assistant**

Job Reference IF WN ED

The aim of the job is to provide assistance required to an elderly couple who live in central Edinburgh. They are both mobile but husband uses a zimmer frame and wife uses a stick.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance when I need it allows me to lead my life independently. A Personal Assistant will enable me to do this by listening to what I want and following my instructions. It is therefore vital that an employee has good communication and listening skills.

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. 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.

Previous experience of supporting someone elderly is essential. You do not have to be strong to do the job well but general good health is important.

It would be advantageous if the postholder was a member of the protection of vulnerable groups scheme.

The job requires providing assistance with the following:

# **Personal Tasks**

* Assistance getting in and out of bed
* Assistance with showering / bathing
* Assistance with dressing and undressing
* Assistance with brushing hair and teeth
* Assistance with eating and drinking
* Assistance with toileting.
* Supervision when moving.
* Assistance with medication, as required.
* Support with skin care, including applying creams

# **Domestic Tasks**

* Preparing and cooking food
* Preparing drinks.
* Washing dishes and general cleaning of kitchen
* Laundry and ironing
* Changing bed linen.
* General cleaning and tidying of house
* Assistance with shopping

# **Social Tasks**

* Occasional help to visit family and friends.
* Occasional help to go to hospital appointments.
* Assistance when going out for a walk
* Assistance with other leisure activities e.g. board-games, music, reading

# **Other Tasks**

* Assistance to maintain upkeep of equipment e.g. hearing aids.
* Advise family of any unusual incidents.
* Driving
* Any other reasonable task

# **Personal Specification**

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Education and Qualifications | Educated to secondary level | Relevant professional qualification |
| 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 |
| Experience/ Knowledge  (Paid or voluntary work) | Understanding of person centred working | Direct personal experience of working in care of the elderly |
| 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 |

**The Post**

**The rate of pay is £13 per hour and £80per sleepover shift.**

The post will be for three nightshifts on Sunday, Tuesday and Thursday. A nightshift will be from 10 pm to 12 am followed by eight hour sleepovershift then 8 am to 10 am.

To apply please complete and return an application form as soon as possible.

# **Application Form for Job Reference IF 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **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 |  |  |  |  |

## **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](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.