Date as Postmarked

Dear Applicant

# Re: Job Ref LRM IMC

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 the closing date, 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

Ref: LRM IMC Job Description for Personal Assistant

Young learning disabled person

We are looking for a new fun yet responsible person to provide assistance to our teenage son with learning disability. As you become familiar with the young person’s needs, the role would evolve into a supervisory capacity, working independently.

Our son has been caught up in school transition delays hence we need help over the long summer holidays, from end June to mid-August and possibly beyond given the potential for school closures. The role is primarily to help a minimum of three days, preferably five days per week.

At this current time, safety is paramount and we hope to recruit in minimum fortnightly blocks, according to people’s availability, to limit social contact at one time; social distancing is obviously impossible when working with learning disability so we expect and trust that person to respect social guidelines in their own personal life to minimise risk to our son. Please do not even think of applying if you cannot honour this!

A Personal Assistant is employed to help a young person live their life the way they choose whilst at the same time giving them support to make safe decisions. You will do this by listening to guidance from the young person’s parent and following instructions while spending time getting to know the young person. Our son has very good speech but nonetheless, it can be hard for him to make himself understood by those not in tune to his needs and therefore it is vital you have good communication and listening skills.

The role involves assisting our son with a variety of tasks. He can be a delightful, fun-

loving character who loves company and to sing and dance to his favourite TV show themes. You would be expected to facilitate this by joining in, help with jigsaws, games and household tasks i.e. helping to clear up after each session! Our son loves to play with his beloved dog so help facilitating this gently in the garden will likely be required. Pending public restrictions, the role would also be helping to facilitate some trips out alongside a parent until such a time as the applicant felt confident working independently.

Previous experience of children/young adults with autism/learning disability is essential. Experience of epilepsy would be ideal but not paramount as we can provide training (and without it you would remain in a supportive rather than supervisory role).

The role would be ideal for PSAs/nursery nurses with experience in this field. Equally, the role builds on previous experience for students studying learning disability, psychology, nursing, medicine etc. and we have had fantastic students from all these areas in the past who are now part of extended family. Driver/own car would be ideal otherwise we live 8 minute walk from a 44 bus stop in Balerno.

You do have to be reasonably strong and healthy to do the job. Our son uses a wheelchair when fatigued which he may need help out of and repositioned during sleep/post seizure.

It is essential that the post holder is a member of the Protection of Vulnerable Groups (PVG) scheme or is willing to join.

The job requires providing assistance with the following:

# Personal Tasks

* Assistance with dressing and undressing
* Assistance with brushing teeth
* Supervising eating and drinking
* Assistance with toileting when necessary

# Domestic Tasks

* Preparing and cooking food
* Washing dishes and general cleaning of kitchen
* General cleaning and tidying of activities

**Independent Living Skills**

* Helping to make simple meals, drinks, baking
* Communication
* Incorporating basic physio stretches into daily routine
* Word games/reading skills

# Social Tasks

* Help with activities pending availability i.e. recycling, library, Gorgie farm
* Assistance when going out for a walk
* Assistance with other leisure activities e.g. jigsaws, board-games, music, storybooks,

# Personal Qualities

We are looking for a candidate who is fun, supportive and caring and enjoys

spending time with young people. We also expect our support workers to be

be reliable, honest, punctual and patient with good listening skills. Non-smoker.

**The Post**

The post is for very flexible hours, three sessions (minimum) to five sessions per week (Mondays to Fridays) and the rate of pay will be £9.46 per hour.

Meeting will in the first instance be via Skype or Zoom with socially distanced follow up meeting in appropriate weather (!) to finalise details.

# Application Form for Job Reference LRM IMC

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 by 4 pm on the closing date.

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.