Date as Postmarked

Dear Applicant

# Re: Job Ref RB WN EL

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, then 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 RB WN EL

The role of Personal Assistant is to provide support required by the employer, a gentleman living in North Berwick, who is currently recovering from a stroke.

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 day to day activities around the house and supporting me to access services and activities in the community. You do not have to be strong to do the job well, but general good health is important.

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 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.

The job requires providing assistance with the following:

See below a list of possible tasks that you may be required to provide assistance with:

# Domestic Tasks

* General cleaning and tidying of house, e.g. vacuuming and cleaning, making the bed, putting the bin out etc
* Assistance with shopping, including online orders
* Laundry
* Assistance with gardening
* Supporting meal planning

### Independent Living tasks

* Support with correspondence
* Help to manage my diary
* Checking medications and ordering repeat prescriptions
* Assisting with planning travel, e.g. train journeys, taxis
* Assisting with transport, e.g. driving (if you have a car)
* Support my mobility, e.g. getting in/out of vehicles, use of steps, etc
* Support to schedule and attend NHS and private medical and rehabilitation appointments in Edinburgh and East Lothian
* Support with physiotherapy and speech and language therapy programmes

**Speech and Language Tasks**

* Provide support for me to use alternative communication strategies, or step in to help me to communicate if I request this
* Supporting the development of my use of assistive technology devices
* Help to prepare vocabulary and messages for my voice-output communication aid, appropriate to forth coming events
* Assistance to practice speech by modelling specific words and phrases for me to repeat
* Assistance to practice language function by working on a variety of tasks suggested by speech and language therapy and participating in communication games, offering me appropriate feedback to facilitate development

**Physical Rehab Tasks**

* Assistance to attend my local gym to continue practising the specific exercises I have been given from my Stroke Rehab programme.
* Assistance to practise physio exercises at home
* Accompany me to my local swimming pool to do my recommended hydrotherapy exercises.

# Social Tasks

* Help to go to cinema, galleries, music events and restaurants with or without friends
* Assistance when going out for a walk
* Assistance with my use of public transport
* Shopping for pleasure
* Assistance with other leisure activities e.g. board-games, music

# Other Tasks

* Assistance to maintain upkeep of equipment e.g. powered wheelchair
* Any other reasonable task

# 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  Holds a full Driving Licence  Good interpersonal skills  Computer skills | Negotiation skills  Creative problem-solving skills  Advocacy 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  Positive attitude  Sensitive, patient & approachable | Sense of humour  Enjoys a challenge  Persistent  Team worker |
| Other Requirements | Occasional work at evenings or weekends according to needs of service |  |

**The Post**

**The rate of pay is £9.65 per hour.**

**The post is for 14 hours per week, either for one person or divided between two people.**

The shifts will be discussed at interview.

There may be occasional overtime.

To apply please either send in your CV or complete and return an application form.

# Application Form for Job Reference RB WN EL

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.