Date as Postmarked

Dear Applicant

# Re: Job Ref AH 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 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

Job Description for Personal Assistant

Job reference AH WN EL

**Introduction**

The key aim of the role is to provide support and assistance to a young person with autism who lives in North Berwick, with guidance from the parents.

**Job Outline**

A Personal Assistant is employed to help a young person develop their skills and live their life the way they choose, whilst at the same time giving them guidance and support to make safe decisions.

Getting the right assistance when I need it will help me to lead my life independently, both now and as I get older. Sometimes I find it hard to engage and communicate, therefore it is vital that the employee has good communication and listening skills, as well as having the ability to learn and apply techniques that are useful for people with autism.

Experience of working with young people with autism is desirable but not essential. A willingness to learn techniques that work well for individuals with autism is key. It is essential that the post-holder has a general interest in music.

You do not have to be strong to do the job well, but general good health is important. Some physical fitness is needed to participate in outdoor activities with me.

It is advantageous but not essential that the post-holder has a full driving license valid in the UK and is willing to use their own vehicle during work.

It is desirable that the post-holder is a member of the Protection of Vulnerable Groups (PVG) scheme.

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 in the following ways, mostly without close supervision from my parents. The post-holder will therefore need to be creative and be able to work on their own initiative, whilst at the same time be respectful of my own and my parents’ wishes. It is important that a good rapport is established with me and my parents.

**Duties and Responsibilities**

The duties and responsibilities of the role are outlined below.

**Independent Living Skills**

* Support with planning and undertaking day to day activities.
* Support for traveling on public transport safely, including planning journeys.
* Support with budgeting and money skills.
* Assistance to develop communication skills.
* Help and support with college work.
* Explore opportunities that may be available for people with autism.
* Support with future employment opportunities.
* Provide encouragement and support to make good choices for healthy living.

# Social Support

* Support with day to day social interactions.
* Help to go to cinema, theatre, zoo etc. with or without friends.
* Help to interact with other people of the same age.
* Assistance to pursue healthy outdoor activities, like hillwalking, cycling and swimming.
* Assistance with shopping for pleasure.
* Assistance with other leisure activities and interests, e.g. Japanese anime, music, animals, reading and playing guitar and keyboard.

# Domestic Support Tasks

The focus on the following is to support the young person to develop the ability to carry out these tasks safely and reliably:

* Preparing and cooking food.
* Washing dishes and general cleaning of kitchen.
* Laundry and ironing.
* Changing bed linin.
* General cleaning and tidying of house.
* Assistance with shopping.
* Assistance to look after my dog.

# Personal Tasks

Help with personal tasks are not a key part of the role but may be required from time to time:

* Prompting getting in and out of bed.
* Assistance with showering / bathing.
* Assistance to wear environmentally appropriate clothing.
* Prompting with brushing hair and teeth.
* Prompting and guidance with eating and drinking, including support to eat a balanced diet.

# Other Tasks

* Driving.
* Any other reasonable task.

# Personal Qualities

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour. The post-holder must be enthusiastic and be able to work on their own initiative. They must be reliable, trustworthy and punctual, and have an interest in music. It is also important that the post-holder is a good communicator and enjoys discussing a wide variety of subjects and interests. The post-holder must also be aware of and sensitive to my needs.

As a Personal Assistant is required to work on a one-to one basis, it is important that the employer and employee maintain an open and honest relationship.

Smoking will not be permitted when the post-holder is with me or my family**.**

**The Post**

The rate of pay is £10.50 per hour.

There are 25 hours per week to either be shared by two PA or given to one PA. Hours will be flexible and will be negotiated with the successful candidate(s). please state in your application the minimum and maximum hours you would be willing to take. Applications from people looking for part time work welcome.

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

**CV should be emailed to** [**pajobs@lothiancil.org.uk**](mailto:pajobs@lothiancil.org.uk) **and quote reference AH WN EL.**

# Application Form for Job Reference AH 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

## 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.