Date as Postmarked

Dear Applicant

# Re: Job Ref SA-SDWL - Post of Personal Assistant

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 non-verbal young lady with complex special needs and wheelchair user.

A personal assistant will help me with my day-to-day life and take me places that I enjoy, allowing me to get the most out of life. My personal assistant must be a very good communicator and good listening and observation skills are vital.

This job involves assisting me with many aspects of my life. These include keeping me busy throughout our day together, personal care, feeding me and agreeing on what activities we will enjoy together.

I provide my own wheelchair-accessible car for our use.

The job will involve helping me to move in and out of my wheelchair. This will require you to be trained by my parents to use a hoist. It would be useful if you have previous experience, but my parents will make sure you are confident. You will need to be fit and healthy so that you can push me in my chair whilst we are out and about.

**Main tasks, duties and responsibilities**

* Assistance with eating and drinking
* Personal care including: changing nappy, brushing hair and teeth, washing face and hands
* Helping me maintain my pride in my appearance
* Administering relevant medication (minimal)
* Assistance when going out for a walk
* Shopping for pleasure
* Bowling
* Swimming
* Cycling
* Other activities previously agreed with parents

# Person specification

I require a Personal Assistant who is friendly and approachable with plenty of patience and empathy. You will need to like a varied working environment which can move at a different pace each day. You will need to be part of ‘Team Stephanie’ who are committed to providing good quality care.

You must be reliable, trustworthy and punctual. It is important that an employee is aware of and sensitive to my needs. As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship.

You will need to be physically able so that you can push me in my wheelchair whilst we are out and about.

Experience desirable but not essential as training will be provided.

**The Post**

The post is for up to 21 hours per week and the rate of pay will be £13.26 per hour. The hours of work are:

Monday 9am-4pm

Tuesday 9am-4pm

Wednesday 9am-4pm

There is potential for some flexibility around these times, by mutual agreement.

There is also potential for occasional overtime, mutually agreed.

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| **Application Form for Job Reference: SA-SDWL** | | | | | | | | |
| **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 :

**CLOSING DATE: 17/02/21**

Completed application forms can be returned by e-mail to pajobs@lothiancil.org.uk.

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

#### To : LCIL

**Norton Park**

**57 Albion Road**

**Edinburgh**

**EH7 5QY**