Date as Postmarked

Dear Applicant

# Re: Job Ref LC OH

Please find enclosed job description 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

**Personal Specification**

The ideal candidate will have the following:

• A caring nature and a positive attitude

• Ability to show compassion where required

• Reliable and Punctual.

• Good sense of humour.

• Ability to work unsupervised

• Ability to use their own initiative.

• Trustworthy and Flexible.

• Flexible to meet employer’s needs

• Good communication and listening skills.

• Able to commit to the post

• Good interpersonal skills.

• Experience and empathy of employers’ health issues.

• Ability to respect the employer’s family life.

• Ability to respect confidentiality of employer and their children

• Must be relaxed around a very friendly cat.

• Ability to smoke out with the employers home

Advantageous

• Experience in massage therapy

The post:

Hourly rate for day shifts: £9.77

There are two posts; 12.5 hours per week, one post am shifts and one post pm shifts.

**Job Description**

* The above post is to provide assistance and support to a woman her mid 30’s with severe ME, Diabetes and other health ailments. She is predominantly house bound, usually only getting out once – twice a week depending on health and support.
* The Successful candidate should be able to work in often quiet and fairly low light conditions, normal lighting in kitchen. The Candidate must also be sympathetic to the avoidance of sensory issues such as strong chemicals, perfume, smoke, excessive noise or bright lights.
* The Employers health needs are such that the successful candidate must inform the employer immediately of any health risks even minor infections and symptoms to allow the employer time to determine whether the candidate should stay off sick. The successful candidate must be able to accept physical, emotional and mental limits of ME without imposing negative opinions.
* The Successful Candidate will be employed to help the employer to live her life the way she chooses.
  + “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, confidentiality and listening skills.”
* The job involves assisting the employer with a variety of tasks. Like most people, her 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, the successful candidate will be required to assist the employee with the following tasks, sometimes without close supervision. The candidate will therefore need to be able to work on their own initiative whilst at the same time be respectful of the employees wishes.

YOU DO NOT HAVE TO BE SUPERMAN TO DO THE JOB WELL BUT GENERAL GOOD HEALTH AND A GOOD SENSE OF HUMOUR IS IMPORTANT.

**The Role:**

• Providing personal, dietary and health care as well as domestic support.

• Communicate professionally and warmly with all visitors to the home including family and friends.

• Act as a key worker providing friendship and supporting the needs of your employer.

• Take part in social activities both within and externally to the home.

• When required, accompany your employer to appointments outside the home.

• Assist your employer with personal hygiene needs, when required.

• Work as part of a team within the employers’ home.

• Attend training as required

**The Duties:**

Personal Tasks

Essential:

 Assistance with eating and drinking

 Assistance with medication

 Assistance with pain relief – massage

 Ability to provide emotional support, encourage stress reduction, pacing.

If Required

 Assistance getting in and out of bed

 Assistance with showering / bathing

 Ensuring safety when using the bathroom

 Assistance with dressing and undressing

 Assistance with brushing hair

 Assistance with correspondence, filling forms, resolve benefit issues and budgeting.

Domestic Tasks

 Help with preparing shopping list

 Suggest and help in planning meals

 Preparing meals and assisting employer to cook.

Social Tasks

 Assisting employer outdoors with social, medical and other necessary appointments

 Assisting as required with visitors to the home

 taking messages from telephone;

 Assistance with Shopping as required

 Encourage recovery techniques, i.e. pacing, relaxation, meditation, stretching

 Any other reasonable task