Date as Postmarked

Dear Applicant

# Re: Job Ref EL-SDWL - Post of Female 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 aid and support required by the employer, a young disabled woman.

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 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. I will require assistance with supporting me in and around college to carry out personal care tasks as required. I will also require help and support within the home with personal care/pampering and building on independent living tasks such as going to the shops, making food, doing my own laundry etc.

My interests include socialising, long walk, retail therapy and being crafty.

Having a valid driving license is a bonus but not essential. As I have my own adapted car which would allow for more independent life/travel with the personal assistant.

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 moving and assisting/use of a hoist etc. All equipment will be in place at college and home and training can be provided where necessary. You do not have to be strong to do the job well but general good health is important.

The job requires helping with the following:

# Personal Tasks

* Assistance getting in and out of bed.
* Assistance with showering / bathing.
* Assistance with dressing and undressing.
* Assistance with brushing hair and teeth.
* Assistance with toileting.
* Assistance with eating and drinking.
* Assistance with medication.

On the days I am at college I will be ready for the day and the support will be to assist me at breaks, lunch and toileting during the day as and when required. I will have suitable equipment in place and training will be provided. I am able to manage tasks with one person.

On the days I am at home I would like assistance in the evening to have a relaxing shower, prepare for bed so I can chill out and chat to my friends before retiring for the night.

It’s important for me as a young woman to have greater independence and be less reliant on family members so I am looking for staff who will be able to grow and develop with me.

# Domestic Tasks

* Preparing and cooking food.
* Washing dishes and general cleaning of kitchen if required.
* Laundry
* General cleaning and tidying of my room.
* Assistance with shopping.

# Social Tasks

* Help to go to pubs, cinema, theatre with or without friends.
* Assistance when going out for a walk.
* Shopping for pleasure.
* Assistance with other leisure activities e.g. board-games, music, reading.

# Other Tasks

* Assistance to maintain upkeep of equipment e.g. wheelchairs. Alert me to any issues.
* Driving.
* Any other reasonable task.

# Personal Specification

Flexibility is vital in this role as shifts could vary to meet employer’s needs. Must be reliable & trustworthy, patient, friendly and easy-going. Does not take life to seriously and likes to try out new things. Being able to think outside the box. As tasks aren’t always as straight forward as you think they would be. Punctual, good communication skills and sense of humour. As life’s hard enough and its essential to be able to have a laugh. A great passion for living life. Flexibility is key as things can change and my needs will develop as I grow in life. Training will be given so not essential for this post. But would be a bonus if you have experience caring for a young person with a physical disability. 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.

The Post

The post is for approx. 25-30 hours per week and the shifts will be dependent on what days/times I attend college (awaiting confirmation of this) the remainder of the hours can be negotiated as long as they meet my needs. The hourly rate of pay is £9.50

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| **Application Form for Job Reference: EL-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 :

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**