Date as Postmarked

Dear Applicant

# Re: Job Ref MAE LM

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, our client will contact you.

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

# Personal Assistant Job Description

A Personal Assistant (PA) is someone who is employed to assist me, a disabled woman with chronic pain and fatigue, in everyday living. It is important that the PA can listen well to my instructions and carry them out willingly, often without supervision. The PA should also respect my privacy, home, space and right to confidentiality.

### Domestic Duties

The PA will be required to carry out light domestic duties. She will be given clear instructions as to how these should be completed but will often be left unsupervised and will be required to retain information and use own initiative.

Cooking: The PA will be required to prepare meals, snacks, and beverages, washing dishes and tidying up after meals for the employer.

Cleaning: The PA may be required to assist in maintaining the cleanliness of the home. Tasks include hoovering, dusting and general tidying up.

Laundry: The PA may be required to assist with washing, drying, hanging and ironing clothes and bedding as well as changing beds.

Shopping: The PA may be required to assist with shopping. This may involve going with, or without, the employer. Tasks may include loading and carrying of bags, handling money, and obtaining receipts.

Other household tasks:

The PA may be asked to assist with a variety of other duties eg. plant care and sewing.

#### Personal Duties

The PA will be required to assist the employer with personal duties. The PA will have to work in a sensitive way, showing respect for the employer’s dignity and privacy. The PA will have to retain confidential information and make judgements based on the employer’s needs and wishes.

Bathing: The PA will be required to prepare the bath and assist the employer into and out of the bath. The PA may be asked to assist with hair washing and drying. The PA will clean and tidy the bathroom after use.

Dressing: The PA will be required to assist the employer to get dressed/undressed.

Appearance: The PA will be required to assist with maintaining the personal appearance of the employer eg. make-up, hairstyling. Also shaving legs/underarms, brushing teeth/hair, nail care, and maintaining personal hygiene.

Meals: The PA will be required to assist the employer with meals. Tasks may include preparation, cutting food and pouring drinks.

Medication: The PA will be required to assist the employer with taking oral medication, and applying a variety of external treatments.

**Mobility**

The PA may be required to assist the employer with all aspects of using a wheelchair and/or scooter. Tasks may include, for example, assisting the employer to go out using a wheelchair and/or scooter, pushing the wheelchair and/or scooter and may include lifting the wheelchair into and out of taxis.

### Other Duties

The PA will be required to assist me, the employer, to live my life as I choose. In doing this the PA will be exposed to confidential information and will have to offer discreet and confidential support. The PA will be expected to interact comfortably in a variety of settings, but must respect the employer’s confidentiality at all times.

Interests: The PA may be required to assist the employer to participate in various activities. Tasks may involve interacting with friends/family appropriately, investigating access, and booking activities and transport on employer’s behalf

Communication / Education:

The PA may be required to assist the employer to participate in everyday communications and educational opportunities. Tasks may involve filing and other clerical tasks, taking notes/scribing, sitting in on confidential meetings/phone calls and communicating on employer’s behalf.

Paperwork / Computer work:

The PA may be required to assist the employer with financial and administrative affairs. Tasks may include photocopying, completion of forms, assisting with payroll for themselves and other employees, compiling and maintaining various lists/databases and accessing the internet.

Equipment: The PA will be required to familiarise themselves with the use of equipment, and will be responsible for reporting to the employer any equipment that is faulty or unsafe eg. electric scooter, wheelchair, walkers and household appliances.

Other: The employer may require assistance with any other reasonable tasks.

### Skills and Qualities

Given the tasks outlined above the PA should be able to demonstrate the following skills and qualities:

* Generally fit and healthy
* Cheerfulness
* Sensitivity
* Reliability and punctuality
* Initiative
* Trustworthy/ responsible
* Open and honest
* Good written and verbal communication skills
* Literacy and numeracy
* Respect for confidentiality, privacy and dignity
* Flexibility
* Ability to travel reliably to my home address in the Blackhall /Davidson’s Mains area
* Having a driving licence valid for the UK, and being willing to use your vehicle for work, would be an advantage but is not essential.

If you wish to discuss the post further please call 0131 336 5237.

Please return completed application forms as soon as possible by email to pajobs@lothiancil.org.uk or post to:

M A Elder

22 Corbiehill Grove

Edinburgh

**EH4 5DU**

NB. You may prefer to enclose a CV in place of the work/education history, but please ensure you complete the other parts of the application form, including supporting statement and availability.

Application Form

Please complete the following application form as accurately and in as much detail as possible. Short listing 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 |  |
|  |  |
|  |  |
|  |  |
| 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. These 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, ie. if you are available from 7 am to 11 am Tuesday morning, then put 7-11 am in the box. If you are available for any time write ‘yes’ and if you are not available write ‘no’.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Afternoon | Evening  | Night(10-11pm) |
| 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. eg. 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 |  |  |
| Company |  |  |
| Postal address |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 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 or can be posted to:

M A Elder, 22 Corbiehill Grove, Edinburgh EH4 5DU.

Please ensure that you have paid adequate postage before you send any application forms by mail.