Date as Postmarked

Dear Applicant

# Job Ref AN WN ED

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 you submitting your application, 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: AN WN ED

The aim of the job is to provide assistance required by the employer, a blind mum who lives in central Edinburgh

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.

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.

You do not have to be strong to do the job well but general good health is important, including good eyesight.

The job requires providing assistance with the following:

# Personal Tasks

* Assistance with medication (applying eye drops).

# Domestic Tasks

* Preparing and cooking food.
* Washing dishes and general cleaning of kitchen.
* Laundry and ironing.
* Assistance with shopping.

# Social Tasks

* Assistance with social activities e.g. mother’s groups.
* Assistance with attending Catholic Mass and some Catholic groups during the week.

# Sighted Assistance duties

* Being a sighted guide.
* Ensuring a hazard free environment.
* Finding specified objects.
* Carrying light objects, e.g. cup of tea.
* Taking written notes.
* Support with correspondence.
* Verbally describing the visual world.

Childcare support

* Support to keep children safe.
* Support to ensure children dressed appropriately.
* Support with feeding children.
* Support to take children places.
* Support to play with children.

# Other Tasks

* Picking up dog mess.
* Any other reasonable task.

# Personal Specification

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | DESIRABLE |
| Education and Qualifications | Educated to secondary level | Relevant professional qualification or higher education training |
| Skills and Abilities | Ability to communicate clearly  Good organizational / time  Management skills  Good interpersonal skills | Creative problem solving skills  Advocacy skills  Basic computer skills |
| Experience/ Knowledge  (Paid or voluntary work) | Understanding of person centred working  Direct personal experience of disability  Direct personal experience of working with children |  |
| Personal Attributes | Reliable and trustworthy  Flexible and responsible  Non judgemental  Ability to recognise work/personal  boundaries  Sensitive & approachable | Sense of humour  Enjoys a challenge  Persistence  Team worker |
| Other Requirements |  |  |

The post

The rate of pay is £9.98 per hour.

The post is for 15 hours per week, shifts to be negotiated.

To apply please send in your CV to [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk) as soon as possible. Please remember to quote reference AN WN ED on your CV.