Date as Postmarked

Dear Applicant

# Re: Job Ref SB-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 SUPPORT WORKER

The aim of the job is to provide assistance required by the employer, a woman with an acquired brain injury.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right support 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.

Due to my brain injury I could have mood swings and occasionally display abrupt behaviour change. This behaviour change can be demonstrated by my silence or by becoming vocal about the situation. Personal Assistant must be able to pick up on the obvious and the subtle less obvious changes and feel confident to handle such situation well.

The job involves supporting 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. However many of the tasks will be around independent living.

After a period of familiarisation with the duties, you will be required to support me with the following tasks. The post holder will need to be able to work on their own initiative whilst at the same time be respectful of my wishes.

Since COVID -19 and subsequent lockdowns I have forgotten the bus routes and I feel anxious around using public transport and being around lots of people. I will need lots of reassurance around this. I also struggle to remember the rules around social distancing and mask wearing so with need support around that.

The job requires providing support with the following:

# Personal Tasks

* Encouraging and motivating employer to access active, social life.
* Encourage to eat healthy and well.
* Promote Health and well-being in a variety of ways.

# Domestic Tasks

* Preparing and cooking food, help with meal prep as and when required
* Prompt & support with washing dishes and general cleaning of kitchen
* Prompt & support with laundry and ironing, sorting clothes, cupboards
* Prompt & support general cleaning and tidying of house
* Support and with shopping.

# Social Tasks

* Support to visit to places of interest, including leisure centre, cinema, theatre with or without friends using public transport
* Support to access social activities and clubs.
* Support when going out for a walk
* Support with correspondence – phone calls / letter writing if required.
* Support to attend hospital appointments, if required.
* Support to access vocational training course if required.

# Other Tasks

* Any other reasonable tasks

# Personal Qualities

* Reliability and trustworthiness
* Patience
* Friendly and easy-going
* Good sense of humour
* Sensitive and approachable
* Punctual
* Good sense of humour
* Non-smoker preferred
* Understanding the effect of brain injury or willingness to learn.

**The Post**

The post is for up to 12-14 hours per week and the rate of pay will be £9.50 per hour. The shifts will be agreed flexible as required by the employer.

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