Date as Postmarked

Dear Applicant

# Re: Job Ref: DM IMC –Part-Time Personal Assistant (about 15 hours but flexible). £11.49 per hour & £85.50 per sleepover.

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

**REF: DM IMC Part-Time Personal Assistant Required Central Edinburgh**

Pay rate: £11.49 per hour. Overnight payment £85.50

**Closing date: the 18th of February 2022**

The aim of the job is to provide the assistance required by the employer, a disabled man through a rugby injury.

Previous experience is not in any way necessary. An open mind, honesty and a sense of humour are probably the most important attributes to bring to the table. It also requires an ability to listen to requests and directions, the ability to diligently and competently execute these instructions, and the capacity to also show initiative and work without the need for supervision. Getting the right assistance at the right time is a huge help to leading my life independently.

The person should be honest, reliable & punctual as well as reasonably flexible. Have a good sense of humour, be enthusiastic, practical and hygienic. A respect for privacy and confidentiality are essential. Basic computer skills and a driving licence would be a bonus, but not at all essential.

I’m interested in all kinds of sport, particularly going to Murrayfield and local rugby matches, going to the cinema, music of almost all varieties, particularly folk music, world and current affairs, social anthropology, the festival & all sorts of extra curricular activities including beekeeping!

The position is permanent with paid holidays and pension contributions and with a potential for additional hours as part of holiday/sickness cover if those extra hours are suitable to the successful applicant. Extra permanent hours may also be negotiable.

Some tasks may include:

**Personal Care**

* Help with washing/brushing teeth/shaving/personal hygiene.
* Assistance with medication.
* Assistance with dressing.
* Basic physiotherapy- i.e. stretching of limbs
* Emptying leg bag/changing it.
* Positioning whilst in bed/chair.
* Use of hoist to lift me.
* Assistance with feeding.
* Any other reasonable duties.

Full training will be given in all areas of personal care until you are fully comfortable about carrying out these tasks yourself.

**Domestic Tasks**

* Escorting me whilst shopping, attending appointments etc.
* Preparing and cooking meals.
* Household cleaning and laundry.
* Helping deal with personal and household correspondence.
* A little gardening/watering plants.
* Assisting me with my finances, i.e. writing cheques, paying bills. As this information is extremely sensitive I would expect a high regard for confidentiality.
* Driving my car, if you drive, to enable me to get around.
* Helping in and out of taxis.
* Escorting me to work, meetings, night classes, cinema, rugby/football matches, pub & occasional overnight/weekend trips.

**Person specification**

* Reliable & punctual as well as flexible.
* Good sense of humour.
* Enthusiastic.
* Practical and hygienic.
* Respectful of confidentiality.
* Basic computer skills would be helpful but not essential.
* Driver would be great, but again not essential.

**Expectations**

A person with an ability to follow clear instructions, but who is equally able to work unsupervised, using initiative and able to make judgements when and how certain tasks are carried out.

The exact hours & suitable times are negotiable and can be discussed at interview stage.

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| **Application Form for Job Reference: DM IM** | | | | |
| **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. | | | |
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| --- | --- | --- | --- | --- | --- |
| **Do you have a driving license? YES/NO (please give details below)** | | | | | |
|  | | | | | |
| **When would you generally be available to work? (Please tick or state times)** | | | | | |
|  | **Morning** | **Afternoon** | | **Evening** | **Night** |
| **Monday** |  |  | |  |  |
| **Tuesday** |  |  | |  |  |
| **Wednesday** |  |  | |  |  |
| **Thursday** |  |  | |  |  |
| **Friday** |  |  | |  |  |
| **Saturday** |  |  | |  |  |
| **Sunday** |  |  | |  |  |
| **When would you be available to start work?** | | | | | |
|  | | | | | |
| **How many hours are you ideally looking for?** | | | | | |
| **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.  Email: | | | Address:  Tel. No.  Email: | | |

## 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 :

Please return this form so that it is received by the closing date. Preferably by email to**: pajobs@lothiancil.org.uk**, or if by post please check that sufficient postage has been paid.

To : **LCIL**

**Norton Park Centre**

**57 Albion Road**

**EDINBURGH EH7 5QY**