**Apply ASAP**  REF: ELLO Female Personal Assistant/ Driver (Full/part time)

**£11.24 per hour**. **Prestonpans**

Role: To assist me, an experienced disabled woman who has just moved to Prestonpans and requires support 24/7 with all aspects of life.

* No experience in care/PA work necessary
* Must be Reliable and conscientious
* If a driver (unfortunately must be over 25 for insurance),
* Good communication in English
* Must be comfortable with cats!

Shifts are worked to allow good work/life balance and account taken of study timetables, childcare, other employment, to best suit everyone. Start/finish times are negotiable. Additional hours relief/cover available.

Email your completed application form to: [kitkat0131@yahoo.com](mailto:kitkat0131@yahoo.com)

Job Description for Female Personal Assistant Ref: ELLO

The aim of the job is to provide assistance as required by me, the employer, a physically disabled woman in my late 40s who relies on a powered wheelchair for getting around.

A Personal Assistant is employed to help me live my life the way I choose. Getting the right assistance as I need it allows me to lead my life independently. Any PA will enable me to do this by listening carefully to what I want and following my instructions. My Personal Assistant is not required to have previous experience in this area of work, as on the job training will be given. It is therefore vital that an employee has good communication skills.

The job involves assistance with a variety of tasks. Like most people, my day can vary vastly so it is difficult to list every possible task that may be expected. The job requires day to day assistance with some or all of the following:

# Personal Tasks

* Assistance with washing/bathing
* Assistance with dressing and undressing
* Assistance to get in and out of bed (using a ceiling hoist)
* Assistance to go the toilet
* Assistance with personal grooming (applying face cream, makeup, jewellery)
* Assisting me with hair washing/drying and styling

# Domestic Tasks

* Preparing and cooking food (as I like it-no Michelin star quality required)
* General tidying and cleaning
* Laundry and ironing
* Making and changing bed
* General housekeeping i.e. mopping floors, topping up items, empty bins.
* Helping me to recycle all waste appropriately
* Assistance with shopping (either with, or for me)
* Overall upkeep of house/garden

# Social Tasks

* Driving for me (and at times friends), securing wheelchair and seat belts
* Help to go to pubs, concerts, theatre, with or without friends (chance would be a fine thing)!
* Assistance with cooking for/entertaining friends and family
* Assisting me in hobbies, i.e. upcycling, crafts, sewing, shopping
* Escorting me to appointments, e.g. Drs, Bank etc
* Assistance with accessing transport/buildings/services

## Medical Tasks

* Observing/applying creams as preventative or to irritated skin (if required)
* Assistance to take medication, on my request and direction
* Assistance with ventilation (putting on, non-invasive) as required keeping batteries charged up and equipment in clean and good order
* Assistance with other medical equipment, i.e. nebuliser, cough assist, when/if it is needed.

# Other Tasks

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* Assisting me to look after my 2 cats, (feeding, litter, furballs, vet visits)
* Escort me on trips/weekends away (negotiation for this and plenty of notice)
* Assistance to maintain equipment e.g. charging wheelchair, appliances/equipment
* Assistance with some home decorating, bits of DIY, upcycling. Unpacking.
* Cleaning windows (occasionally)
* Pushing wheelchair (Only in an absolute emergency)
* Any other reasonable task!

# Personal Qualities

* Honest, friendly and easy-going
* Respectful of the employers’ home, personal space and right to confidentiality
* Good communication and listening skills
* Punctual, reliable and flexible
* Ability to adapt to new situations and use initiative
* Minimum of basic cooking skills
* Willing to get stuck in (give it a try, follow my verbal instructions for likes of flatpack/gardening/painting/crafts, all within safe boundaries)

# Application Form for Job Reference: ELLO

Please complete the following application form as accurately and in as much detail as possible and return ASAP, details are at the end of the form.

## Personal Details

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Mobile Number |  |
| Email Address |  |
| Address |  |
| Town/Postcode |  |

|  |  |
| --- | --- |
| When could you start work? |  |
| Are you a driver? |  |
| **Do you** drive in the UK? |  |
| 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 |
| Full Name |  |  |
| Position |  |  |
| In Relation (boss/tutor) |  |  |
| Job Title of referee |  |  |
| Company |  |  |
| Address |  |  |
| town |  |  |
| Post code |  |  |
| **Email address** |  |  |
| Telephone number |  |  |

How many hours are you looking to work? Number minimum- number maximum

**Permanent** or **relief**  delete as necessary

## 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, please consider what skills, experience and interests you have, that may be suited to this post. |
|  |

## Work Availability

Please indicate in the table below what times you would generally be available for work within the period of the day, i.e. if you are available from 7am to 11am Tuesday morning, then put 7-11am in the box. If you are generally available for any time write yes, or no if you are not ever available on that day.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Afternoon | Evening | Overnight |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

TIPS; Have you considered any regular commitments? (ie, Tues + Thurs 9am-4.30pm college, Wed 7-9pm Choir)

To help with planning an online Interview initially, have you any commitments/holiday dates to be **avoided** over this month?

* Date/time

## Declaration

In submitting this completed application, you are declaring the information you have supplied is true and accurate to the best of your knowledge. Any deliberate falsification will be viewed as gross misconduct and may lead to dismissal without notice.

Application forms should be returned by email to: [kitkat0131@yahoo.com](mailto:kitkat0131@yahoo.com),