Date as Postmarked

Dear Applicant

# Re: Job Ref OH DOM

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 you will be contacted by our client.

If you do not hear from them within four weeks from the closing date, 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

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

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.

You will be working as part of a team and you will at times be required to take instruction from my main PA on my behalf.

The job requires providing assistance with the following:

**Personal tasks**

* Showering (full assistance)
* Grooming (shaving, hair, brushing teeth etc)
* Getting dressed (full assistance, able to pick own clothes)
* Ready for bed and help in to bed (full assistance)
* Help to get to toilet, undo buttons, zips, belt and wash afterwards etc (comes into wearing what I want i.e. jeans with buttons etc)
* Help to wash after toilet
* Assistance moving about whilst walking with stick and PA’s arm.
* Transferring from sitting to standing and standing to sitting, in/out wheelchair, in/out car, in/out bed.
* Assistance with medication
* Fetch and carry things (general stuff i.e. remote, phone, laptop, ipad, bag etc)
* Pick things up/plug things in, put things on and off
* To move about my house safely and securely when needed i.e. to the bathroom (with assistance)
* To make sure house is secure in evening and all appliances are turne

**Domestic/Nutrition tasks**

* General cleaning i.e. hovering, dusting, changing bins, changing bed covers etc
* Washing dishes
* Help to wash up after meals/snacks
* Wash up/maintain kitchen (hygiene)
* Cleaning of shower room/toilet
* Laundry/ironing
* On occasion full assistance to cook, I know how to cook but not physically possible so will need PA to follow instructions.
* Buy ingredients/shopping
* Prepare ingredients
* Prepare meals that may be ready made
* Open packets/bottles whether at home or out i.e. crisps/juice/sandwiches
* Assistance to plan meals.
* Help to cut food if needed
* To be passed food/drink
* Gardening as required (cutting the grass, general upkeep of garden and ramp area)

**Social Tasks**

* Assistance to negotiate kerbs/doors etc when outside even in my electric wheelchair
* Assistance with hobbies
* Going out without my family or friends and having support to do so i.e. even just going for a walk in wheelchair
* Assistance to go to the cinema/days out
* Entertaining at my own house
* Assistance to go to concerts/nights out/travel/accommodation
* Meet new people

**Other Tasks**

* Assistance to maintain upkeep of equipment e.g. wheelchairs
* Any other reasonable task

**The Post**

**The post is for 15hrs per week, predominantly MON-FRI with weekend shifts available to cover holidays ect. You will generally be working 5 out of 7 days.**

**Shifts will be 3 hours per day ethier AM OR PM depending on my needs that day eg 8.15-9.45 AM aprox, or PM split shift 5.15-7pm and 9-10pm aprox**

Flexibility will be required.

Days and times of work will be flexible depending on the requirements of the employer. You may be required to work more hours one week and less the next and flexibility will be required.

# Application Form for Job Reference OH DOM

Please complete the following application form as accurately and in as much detail as possible. Shortlisting 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, first line. |  |
| Postal Address, second line |  |
| Postal Address, third line |  |
| Postal Address, Town. |  |
| 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. They 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, i.e. if you are available from 7am to 11am Tuesday morning, then put 7-11am in the box. If you are available for any time write *yes* and please write *no* if you are not available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Morning | Afternoon | Evening | Overnight |
| 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. e.g. 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 |  |  |
| Title of referee  |  |  |
| Company |  |  |
| Postal Address, line 1 |  |  |
| Postal address, line 2 |  |  |
| Postal address, town |  |  |
| Post code |  |  |
| Email address |  |  |
| Telephone number |  |  |
|  |  |  |

Application forms may be returned by email to: pajobs@lothiancil.org.uk or can be posted to: PA Recruitment, Lothian Centre for Inclusive Living, Norton Park Centre, 57 Albion Road. Edinburgh, EH7 5QY

Please ensure that you have paid adequate postage to send any application forms by mail as LCIL does not accept postage otherwise.