Date as Postmarked

Dear Applicant

# Re: Job Ref AR WN ED

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 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 Female Personal Assistant

**Job reference AR WN ED**

The aim of the job is to provide assistance required to take care of a disabled Spanish-speaking woman who lives with her family in West Edinburgh.

Because of a stroke she had some years ago combined with some cognitive impairment, she finds it difficult to motivate herself and make safe decisions. The post holder will need to take time to get to know her and take guidance from the daughter and/or son-in-law. It is therefore vital that you have good communication and listening skills in English (Spanish is preferred but not essential).

Because of the personal care tasks, this post is preferably for females. Whilst applications from experienced care workers are welcome, applications from individuals who have no relevant experience are also welcome. Full on-the-job training would be given. Experience of working within the care sector would be advantageous but not essential.

After a period of familiarization with the duties, you will be required to assist her with the following tasks, sometimes without close supervision. The post holder will therefore need to be able to work on their own initiative [be autonomous], follow instructions and multitask.

The job requires providing assistance with the following:

**Personal Tasks**

• Assistance getting in and out of bed

• Assistance with showering and hair washing

• Assistance with dressing and undressing

• Assistance with drying hair

• Assistance with eating (and cutting food)

• Assistance to move safely, i.e. preventing falls (always take her by the arm)

• Assistance with medication [minimal as the family does it]

• Assistance with use of toilet or throwing of pads

**Domestic Tasks**

• Preparing and cooking food, in conjunction with family members

• Washing dishes and general cleaning of kitchen and living areas

• Laundry and ironing

• General cleaning and tidying of house

**Social Tasks**

• Assistance when going out for a walk in the neighbourhood [twice a day, according to weather]

• Assistance with cognitive games/activities such as crossword puzzles

• Assistance with other leisure activities, e.g. board-games, music, reading

• Companionship/playing games with me or reading together (in Spanish)

**Other Tasks**

• Assistance to maintain upkeep the house

• Accompanying her to medical appointments or physical therapy if family members are unable to do so

• Going to the pharmacy

# Personal Specification

|  |  |  |
| --- | --- | --- |
|  |  ESSENTIAL |  DESIRABLE |
| Education and Qualifications | Educated to secondary level | Relevant professional qualification or higher education training |
| Skills and Abilities | Ability to communicate clearlyAbility to work without close supervisionGood organizational / time Management skillsGood interpersonal skillsAbility to listen carefullyWillingness to take in feedbackHave initiative/ability to problem-solve | Negotiation skillsCreative problem-solving skillsAdvocacy skillsBasic computer skillsAbility to speak and read/write Spanish |
| Experience/ Knowledge(Paid or voluntary work) | Understanding of person-centred working | Direct personal experience of disability, especially with a person with little initiative (but a big desire to follow other’s) who requires motivation |
| Personal Attributes | Reliable and trustworthy Flexible and responsibleNon judgmentalAbility to recognize work/personalboundariesSensitive & approachable DiscreteActive, though gentlePunctualEncouragingPositive and optimistic | Sense of humourEnjoys a challengePersistenceTeam worker |
| Other Requirements | Occasional work at evenings or weekends according to needs of service |  |

**We are looking for a Personal Assistant who is friendly and approachable with a good sense of humour and initiative. The candidate must be reliable, trustworthy and punctual. It is important that s/he is aware of and sensitive to the needs of the family. As a Personal Assistant is required to work one-to one, it is important that the employer and employee maintain an open and honest relationship.**

**The Post**

The rate of pay is £11 per hour.

There is a total of 44 hours per week that need to be covered by one or more personal assistants.

Applications from people looking for part time/weekend work are welcome. Please state in your application the maximum and minimum amount of hours you are willing to do to be able to take the job.

There may be/will be occasional overtime, to be mutually agreed.

To apply please either send in your CV or complete and return an application form (see below) as soon as possible.

CVs should quote reference AR WN ED and can either be emailed to pajobs@lothiancil.org.uk and c.degueldre@aiic.net or posted to AR WN ED Recruitment, LCIL, Norton Park Centre, 57 Albion Road, Edinburgh, EH7 5QY.

# Application Form for Job Reference AR WN ED

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 |
| 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 |  |  |
|  |  |  |

Please return the completed application form as soon as possible.

Application forms may be returned by email to: pajobs@lothiancil.org.uk or can be posted to: AR WN ED 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.