Date as Postmarked

Dear Applicant

# Re: Job Ref RB OH

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

**RB OH PERSONAL CARE ASSISTANT:**

We are looking to recruit experienced (female) members for our PA team supporting a vibrant and creative young disabled woman, living in Oxgangs, Edinburgh. She is currently healing from long standing sports injuries so a knowledge of anatomy, massage, physiotherapy and osteopathy is extremely advantageous. The role involves assisting with personal and domestic care, admin and daily tasks, and being a positive, empathic and supportive caregiver. At the moment, the role requires PA’s to deliver personal care and hands on physiotherapy and massage to assist in recovery from some recent injuries, while we hope that, once recovered, it will again involve assisting with artistic projects and visiting the studio, attending live events like gigs and music festivals, and potentially travelling the world. This is an exciting opportunity for kind and hardworking personal assistant’s who are passionate about supporting disabled people to live the most fulfilling lives as possible.

THE ROLE:

We are looking for someone friendly and fun who knows how to have some laughs while upholding a professional approach to their role. Someone who is honest, hardworking and dedicated to their team, who is able to offer support both physically and emotionally. Communication skills are central to this role, and we require someone who is able to listen carefully, communicate effectively and resolve potential conflict situations in a calm manner. You must be trustworthy, compassionate, patient, and be able to use your own initiative in the workplace. Flexibility is important in this role and we are looking for people who go the extra mile and understand how to adapt in a changing work environment, working with someone in their own home.

Requirements:

* Female
* Trained/Experienced in care/support work
* (Advantageous) Knowledge of physiotherapy
* Basic computer skills (minimum)
* (Advantageous) Interest in/knowledge of holistic medicine
* (Advantageous) Interest in art/design
* (Advantageous) Driver
* (Advantageous) Knowledge of osteopathy

PA daily tasks include:

-Taking direction from the employer

- Dressing/undressing

- Washing and bathing

- Transfer in and out of wheelchair/bed (using a hoist/banana board/eventually stand aid)

- Transfers to use bathroom

- Administering medication

- Cooking/Cleaning

- Assisting with exercises/physiotherapy/massage

- Assisting with eating/drinking

- Assisting with admin (emails/phone calls)

- Assisting with any other reasonable tasks

PAY RATE:

Day Time hours £10.92

Sleepover hours £10.45 per hour (based on a 9 hour shift)

HOURS:

* We have several positions needing filled contract and hours are negotiable, possibility of job share and alternative weeks

Shifts are:

* 1 x sleepover shifts (possibility of regular over time) per week:

7.00pm - 10.30pm (potentially later depending on activities) / sleepover (occasional wake for assistance) / 8.00am - 1.00pm

* Afternoon shifts (1.00pm - 7.00pm Mon- Sat, 2.00pm-7.00pm Sun)

Weekend availability preferred but not essential

Willingness to pick up extra shifts when necessary (i.e. holiday / absence cover)

# Application Form for Job Reference RB OH Personal Care Assistant

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](mailto: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.