Date as Postmarked

Dear Applicant

# Re: Job Ref RB OH 2

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 1**

RB1 OH

PERSONAL CARE ASSISTANT:

We are looking to recruit 2 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 carers 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 and patient, and able to take your own initiative in the workplace.

Requirements:

* Female (GOR)
* Trained/Experienced in care
* (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:

- 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:

£9.86 per hour / £78.58 per sleepover (rise to £13.00 / £97.29 after probationary period)

HOURS: FLEXIBLE

- Shifts are: 1 - 2 x sleepover shifts per week: 7.00pm - 10.30pm / sleepover /

8.00am - 1.00pm

- Potential for additional afternoon shifts (1.00pm - 7.00pm)

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

PERSONAL CHEF:

We are looking to recruit a chef to join our PA team supporting a vibrant and creative young disabled woman, living in Oxgangs, Edinburgh. She is an avid traveller and loves food from around the world, so we need for someone who is confident cooking up lots of different types of cuisines. The role will involve coming up with exciting meal plans, doing meal prep, organising, stockpiling and keeping on top of kitchen admin. Most importantly, you will have a passion for nutritious food and the desire to support a disabled person to live the most fulfilling life as possible.

THE ROLE:

We are looking for someone who loves to cook, either in their own home or with catering/chef experience. We require someone who is reliable and committed to their role with good time keeping and the ability to work efficiently, cooking quickly and with confidence. You will be comfortable with batch cooking. You will require knowledge of or interest in cuisines from around the world and will be excited by the idea of trying out new recipes. She considers herself an ‘opportunivore’, and enjoys a very flexible diet.. she enjoys eating meat sometimes but goes for vegan and vegetarian options too, so we require varied cooking skills form our chef. You will be patient and a good listener, with a clear and calm communication style. Organisational skills will be key to this role, with responsibilities including coming up with and planning meals, keeping on top of what is in the kitchen and coming up with lists of stock to order. All meals will be planned and prepped for in advance so that the care team are as present as possible for hands on caregiving.

REQUIREMENTS:

* Confidence in the kitchen
* Experience with international cuisines
* Passion for good food
* Good communication skills
* Patience
* Organisational skills
* (Advantageous) Experience as a chef or working in catering

RESPONSIBILITIES INCLUDE:

* Planning all meals
* Prepping all meals
* Batch cooking for days ahead
* Organising / Labelling all meals for appropriate days
* Making sure food is ordered when it is needed
* Keeping on top of use so that nothing goes to waste
* Keeping the kitchen and appliances clean and tidy after use

PAY RATE:

£13.00

HOURS:

* 12 hours per week (2 x 6hr shifts)
* Flexible working hours / days
* One shift at the start of the week and one towards the end of the week

CLEANER:

We are looking to recruit a cleaner to join our PA team supporting a vibrant and creative young disabled woman, living in Oxgangs, Edinburgh. The role covers the basic cleaning of her small two bedroom flat, keeping on top of housework to free up time for carers to give the hands on care required. You will be joining a friendly and committed team who require reliability and an enthusiastic attitude.

THE ROLE:

We are looking for an experienced cleaner who works efficiently and thoroughly, who has good time keeping skills and is very reliable. Your role will include keeping on top of general tidiness, deep cleaning the bathroom and kitchen, sweeping and mopping floors, cleaning windows and mirrors, and emptying bins. You will be patient and have a calm and clear communication style.

REQUIREMENTS:

* (Advantageous) Cleaning experience
* Efficient and thorough
* Patience
* Calm communication
* Reliability

RESPONSIBILITIES INCLUDE:

* Keeping all rooms tidy and clean
* Occasional organisation when instructed
* Deep cleaning (moving furniture to clean underneath, dusting, washing windows, wiping surfaces, bleaching floors, cleaning bathroom including the toilet, sink, mirror, walls and the plug hole, and the kitchen including all appliances and the sink)
* General cleaning (sweeping, mopping, emptying bins, cleaning surfaces etc…)

PAY RATE:

£13.00

HOURS:

* 6 hours per week (2 x 3 hour shifts)
* Flexible shifts

EQUALITY STATEMENT:

I am committed to equal employment opportunity regardless of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital status, gender identity or Veteran status. I only specify otherwise out of pure necessity due to my current situation and the job’s role.

**To download an application pack please click here , or call our recruitment line on 0131 475 2558**

**Please state clearly, which post you’re applying for by quoting either personal care, assistant, chef or cleaner**

# 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 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.