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 OH2: Traveling PA**

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 an avid traveller who makes the most of her wanderlust and has plans to visit countries, as well as attend events such as festivals and free- parties, and needs Personal Care Assistants who can travel with her and help her maintain her level of care while out and about. She is currently recovering from a long standing injury and requires assistance with orthotic and yoga straps (ankle stretches), massage, physiotherapy, exercises and osteopathic movements.

 The role would involve assisting with personal and domestic care, daily tasks, and being a positive, empathic and supportive caregiver. 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, and the right candidate(s) would enjoy the benefits of attending events and travelling the world along side Rachel.

As well as travelling to other countries, Rachel also has upcoming plans to travel domestically. Currently she is planning a trip abroad in November, and hopes to travel South to visit family in England beforehand.

Unfortunately, Direct Payments won’t allow Rachel to pay for your flights (where applicable)- but they will allow her to cover the costs of your accommodation, \*\*any food within the accomodation, and travelling with Rachel to locations using accessible vehicles.

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.

Training up new PA’s

Requirements:

* Female
* Trained/ Experienced in care
* Valid Passport
* Basic computer skills (minimum)
* (Advantageous) Knowledge of physiotherapy
* (Advantageous) Interest in Music and Musical events ie gigs & festivals
* (Advantageous) Interest in art/design
* (Advantageous) Driver

Tasks include:
- Helping with planning excursions & logistics (ie bookings etc)
- Packing bags/ cases
- Checking in/ collecting mobility equipment
- Helping Rach to get around in the wheelchair (when the electric wheelchair isn’t an option)

- Booking auxiliary care for the destination
- Dressing/undressing

- Washing and bathing
- Special assistance for on the plane and at the airport

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

- Administering medication

- Cooking/Cleaning

- Assisting with exercises/physiotherapy/massage

- Assisting with eating/drinking

- Assisting with basic admin (emails/phone calls)

- Assisting with any other reasonable tasks

PAY RATE:

£13.00 P/H / £97.29 per sleepover

HOURS:

- As required by Rachel Including Staying Out Late

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.

# 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.