Date as Postmarked

Dear Applicant

# Re: Job Ref CG SS WL

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 Personal Assistant for Child

Job reference: **CG SS WL**

The aim of the job is to provide assistance to a 10 year-old boy with ASD and Learning Disability with the guidance from the parent. The supported person has no sense of danger and requires supervision, especially in the community.

A Personal Assistant is employed to help him to live his life the way he chooses whilst at the same time giving them guidance and support to make safe decisions.

He enjoys playing on the trampoline and spending time in the hot tub. He is selectively mute, especially at school or when around strangers. He will use verbal communication (which is greatly impaired) when at home with his mum. He will urinate in the bathroom but will use pull-ups to have bowel movements.

Getting the right assistance when he need it will allow him to lead his life independently when he is older. A Personal Assistant will enable him to do this by listening to the guidance provided by his parents and following any instructions along with spending time to get to know him.

The job involves assisting him with a variety of tasks. Like most people, his 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 from his parents. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of his own and his parents’ wishes.

It is essential that the postholder is a member of the Protection of Vulnerable Groups (PVG) scheme or is willing to join.

The job requires providing assistance with the following:

# Personal Tasks

* Assistance getting in and out of bed.
* Assistance with showering / bathing.
* Assistance with dressing and undressing, including assistance to wear environmentally appropriate clothing.
* Assistance with brushing hair and teeth.
* Assistance with toileting.
* Assistance with eating and drinking.
* Assistance with medication.

# Domestic Tasks

* Preparing and cooking food.
* Washing dishes and general cleaning of kitchen.
* Laundry and ironing.
* General cleaning and tidying of house.
* Assistance with shopping.
* Assistance to look after my pet.

**Independent Living Skills**

* Travelling safely.
* Budgeting and money skills.
* Communication.

# Social Tasks

* Help to go to cinema, theatre with or without friends.
* Help to interact with other people of the same age.
* Assistance when going out for a walk.
* Shopping for pleasure.
* Assistance with correspondence – phone calls / letter writing.
* Assistance with other leisure activities e.g. board-games, music, reading and playing.

# Other Tasks

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

# Personal Qualities

We are looking for a Personal Assistant who can develop a trusting relationship and support in accessing the local community and favourite activities, i.e. soft play, parks, arcades, potentially swimming classes and help him develop his independence and life skills.

They must be reliable, trustworthy and punctual. It is important that an employee is aware of and sensitive to his needs. 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 position is for 6 hrs during term time and 16 hrs during school holidays.**

# Application Form for Job Reference CG SS WL

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  |  |
| 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, ie. 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. eg. 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 |  |

## 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. Please indicate whether referees may be contacted prior to interview.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Position |  |  |
| Relationship to you |  |  |
| Title of referee  |  |  |
| Company |  |  |
| Postal address |  |  |
|  |  |  |
| Town |  |  |
| Post code |  |  |
| Email  |  |  |
| Telephone number |  |  |
| Mobile |  |  |
|  |  |  |
| **May be contacted prior to interview?**  |  |  |

Please return the completed application form by 4 pm on the closing date.

Application forms may be returned by email to: pajobs@lothiancil.org.uk or 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.