

Date as Postmarked

Dear Applicant

Re: Job Ref JN WN EL

Please find below 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

Job Reference: JN WN EL

The aim of the job is to provide assistance required by the employer, a disabled woman who lives in Dunbar.

A Personal Assistant is employed to help me live my life in a way that allows me to be as independent as possible. A Personal Assistant will enable me to do this by listening to what I want and following my instructions. It is therefore vital that the employee has good communication and listening skills.

Like most people, my day varies so it is difficult to list every task that is expected of a Personal Assistant, so a degree of flexibility is needed.

After a period of familiarisation with the duties, you will be required to assist me with the following tasks, usually without supervision. The post holder will therefore need to be able to work on their own initiative whilst at the same time be respectful of my wishes.

The job does not require any heavy manual handling but general good health is important. The use of a car would be helpful but not essential.

The job requires providing assistance with the following

Personal Tasks

- Preparing a balanced weekly food plan
- Assistance with weekly shopping, helping me to find my way around and keeping me safe
- Assistance with hair washing
- Assistance with checking my clothing is clean and in good repair
- Assistance with nail cutting (fingers only)

Domestic Tasks

- Helping me to prepare and cook food
- Occasional ironing

- Light cleaning and house tidying (I have a cleaner for most tasks)

Social Tasks

- Help to go to cinema, theatre with or without friends
- 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
- Any other reasonable task

Personal Specification

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour. They must be reliable, trustworthy and punctual. It is important that an employee is aware of and sensitive to my 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 rate of pay is £14.75 per hour

The post is for 6 hours per week and these can be worked on a Monday and/or a Tuesday.