Date as Postmarked

Dear Applicant

# Re: Job Ref AG GI

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 Young person / child

Job reference: AG GI

The aim of the job is to provide assistance to a young child with Arthrogryposis with guidance from the parent. Most of the work will be Assistance in Physiotherapy

A Personal Assistant is employed to help the young person to live their life the way they choose whilst at the same time giving them guidance and support to make safe decisions.

Getting the right assistance when I need it will allow me to lead my life independently when I am older. A Personal Assistant will enable me to do this by listening to the guidance provided by my parents and following any instructions along with spending time to get to know me. Sometimes I find it hard to communicate what I need and therefore it is vital that an employee has good communication and listening skills.

The job involves assisting me with a variety of tasks. Like most people, my day varies so it is difficult to list every task that is expected of a Personal Assistant. I would like the person to has these attributes: kind, funny and happy.

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

The job involves moving and assisting/use of a hoist etc. Training will be provided, on how to use the mobile hoist, the OT and myself will provide training. You do not have to be strong to do the job well but general good health is important.

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 in Physiotherapy (Training can be provided by St Johns Physiotherapist).
* Assistance in distraction tactics during physiotherapy
* Assistance with putting on KAFOS (knee ankle foot orthotics)
* Assistance with dressing for Physiotherapy .
* Assistance with warm up exercises
* Assistance with Morale & Positive support
* Assistance with medication for pain relief

# Domestic Tasks

* Prepare the physio room ie. Sensory lights, candles, music
* Prepare/check bag for child ie: Water, body spray,cream
* Assistance in tidying small physio room
* Equipment preparation ie:walking frame, billy shoes, KaFOs and physio bed
* Assistance with tidying physio room

**Independent Living Skills**

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

# Social Tasks

* Help to assist walking hall .
* Help to assist walking outside.
* Assistance with writing
* Assistance with school tasks
* Assistance with once a month going to shopping centre with child to surprise with a gift

# Other Tasks

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

# Personal Qualities

* Reliability and trustworthiness
* Friendly and easy-going
* Sensitive and approachable
* Punctual
* Sense of humour
* Enjoy Challenge
* Kind
* Good at working with children
* Willing to learn

**The rate of pay is £13.83**

**The post is for 3 hours per week and the shifts will be 1 hour per day 3 hours a week**

# Application Form for Job Reference AG GI

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 |  |
| Do you have a full driving licence valid in the UK? |  |
| Do you have the use of a vehicle? |  |
| 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. 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](mailto: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.