Date as Postmarked

Dear Applicant

# Re: Job Ref OB WN

Please find below job description 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 reference OB WN**

I am looking for a Personal Assistant who is friendly and approachable with a good sense of humour who is able to give me the space I need to continue developing but also guide me. Someone who is lively and fun, who loves music, singing and reading stories to others. A reliable, punctual and honest individual.

It is essential that the postholder have experience of supporting people with autism or learning difficulties including being able to support with emotional dysregulation. The postholder must be a member of the PvG scheme or willing to join. An interest in alternative therapies would also be beneficial. 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.

An important part of the job is supporting me with my diet. Full training in this will be provided.

After you have spent significant time getting to know me, you will have the option to learn about my enzyme therapy. Please note that you will already be able to calculate percentages confidently using a calculator to be able to carry out the enzyme therapy.

Working hours are 9-hour shifts. There is the possibility of extra hours some evenings and cover for respite including overnight.  Day or days to be agreed. I live on the 44 bus route (EH8).

The job requires providing assistance with the following:

**Personal Tasks**

I need to practise these tasks as independently as possible but sometimes I need prompting to complete them appropriately. Sometimes this prompting is gestural, sometimes verbal, modelling or physical.

▪ Assistance with showering / bathing.

▪ Assistance with choosing appropriate clothes.

▪ Assistance with brushing hair and teeth.

▪ Assistance with toileting.

▪ Assistance with eating and drinking.

▪ Assistance with medication.

▪ Assistance with diet.

**Domestic Tasks**

▪ Preparing and cooking food.

▪ Enzyme calculations (optional,) weighing and administration.

▪ Washing dishes and general cleaning of kitchen.

▪ Laundry and ironing.

▪ General cleaning and tidying of house.

▪ Assistance with shopping.

▪ Packing bag for outing and unpacking and washing up on return.

**Social Tasks**

▪ Planning days out and supporting access in the community.

▪ Help to go to bike riding, yoga, music therapy, 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, reading.

▪ Encouraging my health and fitness.

**Other Tasks**

▪ Supporting my developmental programme eg occupational therapy exercises, yoga and music therapy.

▪ Assistance with gardening.

▪ Any other reasonable task.

**The Post**

The rate of pay is £15 per hour.

There are a total of three nine-hour shifts to be filled per week. looking for two personal assistants to fille those shifts. Applications from people looking to do only one nine-hour shift per week welcome.

Please state in your application how many shifts you are hoping to do.

**Please apply as soon as possible by emailing your CV to** [**pajobs@lothiancil.org.uk**](mailto:pajobs@lothiancil.org.uk) **and quoting reference OB WN.**