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| **JOB DESCRIPTION** | | | | | | |
| Job Title | | | PA to Young Man with Muscular Dystrophy | | | |
| Job Reference | | | CG OH | | | |
| Pay Rate | | | £10.88 per hour | | | |
| Status | | | Part Time / Casual | | | |
| Location | | | Edinburgh | | | |
| Closing date | | | 25 November 2019 | | | |
| **Summary**  As a PA, your role is to enable the employer, a young man who has a muscular dystrophy and uses a powered wheelchair, to pursue his interests and live as independently as possible.  **Responsibilities**   * Provide assistance with social and leisure activities. * Provide assistance with note taking, administrative and work-related tasks. * Provide assistance out and about, including driving wheelchair accessible van. * Provide assistance with eating, drinking and preparing food. * Provide assistance with transfers using a ceiling hoist. * Provide assistance with dressing, personal care, showering and toileting. * Provide assistance with cleaning, laundry and other domestic tasks.   **Skills & Experience**   * Excellent communication and conversational skills are essential. * Understanding and positive attitude is essential. * Previous experience supporting someone with a disability is desirable. * Driving licence valid in the UK is essential as you will be required to drive the employer’s adapted van. * PVG scheme membership is essential.   **How To Apply**  To apply for this position, send your completed application form or CV by email [pajobs@lothiancil.org.uk](mailto:pajobs@lothiancil.org.uk?subject=PA%20Job%20Ref.%20CG%20OH) or by post to the address at the end of this form, quoting job ref CG OH. | | | | | | |
| **CONTACT DETAILS** | | | | | | |
| Forename | | |  | | | |
| Surname | | |  | | | |
| Phone | | |  | | | |
| Email | | |  | | | |
| Address | | |  | | | |
| Postcode | | |  | | | |
| **EDUCATION & TRAINING HISTORY**  Please state the name of the institution, dates attended and qualification awarded**.** | | | | | | |
|  | | | | | | |
| **Employment & Voluntary History**  Please state name of the employer, job title, dates employed and main duties. | | | | | | |
|  | | | | | | |
| **Skills, Experience & ADDITIONAL INFORMATION**  Describe your skills and experience, and how these are suited to this post (they do not need to have been gained in paid employment and may include interests relevant to this post). | | | | | | |
|  | | | | | | |
| **Work Availability** | | | | | | |
|  | **MORNING** | | | **AFTERNOON** | | **EVENING** |
| Mon |  | | |  | |  |
| Tue |  | | |  | |  |
| Wed |  | | |  | |  |
| Thurs |  | | |  | |  |
| Fri |  | | |  | |  |
| Sat |  | | |  | |  |
| Sun |  | | |  | |  |
| **PVG Scheme & Additional Information** | | | | | | |
| Are you a member of the PVG scheme? | | | | |  | |
| What is your PVG Membership number? | | | | |  | |
| Do you hold a UK driving licence? | | | | |  | |
| When can you start? | | | | |  | |
| Where did you hear about this opportunity? | | | | |  | |
| **DECLARATION**  I declare that, to the best of my knowledge, the information I have given in this application form is accurate. I understand that deliberate falsification on my part will be viewed as gross misconduct and may lead to my dismissal without notice. | | | | | | |
| Signature | |  | | | | |
| Date | |  | | | | |

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| **REFERENCEs**  Please state the contact details of two referees to be contacted to provide references in support of your application e.g. Former employers, college tutors, other professionals. | | |
|  | **REFEREE 1** | **REFEREE 2** |
| Forename |  |  |
| Surname |  |  |
| Job Title |  |  |
| Organisation |  |  |
| Address |  |  |
| Postcode |  |  |
| Telephone |  |  |
| Mobile |  |  |
| **About The Lothian Centre For Inclusive Living**  The Lothian Centre for Inclusive Living provides administrative support and payroll services to the employer. This allows the employer to remain anonymous in the early stages of recruitment in order to protect their privacy. Our client will contact you if you are shortlisted for interview. For more information about the LCIL, please visit [lothiancil.org.uk](https://www.lothiancil.org.uk/).  Lothian Centre for Inclusive Living  Norton Park  57 Albion Road  Edinburgh  EH7 5QY  T: 0131 475 2350  E: [lcil@lothiancil.org.uk](mailto:lcil@lothiancil.org.uk?subject=Enquiry) | | |