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| **Job Description**Please refer to the below job description as you complete the application form that follows. |
| Job Title | Personal Assistant (PA) to Young Disabled Man |
| Job Reference | CGOH |
| Pay Rate | £13.00 per hour |
| Working Pattern | Full-time, part-time or casual (negotiable) |
| Location | Gorgie, Edinburgh |
| Closing date | 12/06/2023 |
| **Summary**As a Personal Assistant (PA), your role is to enable the employer, a young disabled man and powerchair, to be as independent as possible. This vacancy is only open to holders of driving licence valid in the UK, unless working evening or night shift.**Key Responsibilities*** Assist the employer with a wide range of social, work-related and domestic activities, including driving the employer’s Wheelchair Accessible Van (WAV).
* Assist the employer with cleaning, laundry, shopping and administrative tasks.
* Assist the employer with eating, drinking, preparing and cooking food.
* Assist the employer with dressing, showering and toileting, including use of a hoist.
* Assist the employer to be comfortable in bed overnight, repositioning him on request.

**Skills & Personal Qualities*** Enthusiastic, outgoing and positive attitude.
* Excellent communication and interpersonal skills.
* Excellent time-management and organisational skills.
* Previous experience supporting a disabled person and awareness of the Social Model of Disability is essential.
* Driving licence valid in the UK is essential.
* Protecting Vulnerable Groups (PVG) scheme membership is essential.

**Additional Information*** Opportunity is open to male and female applicants of all backgrounds.
* Employment is dependent upon the successful completion of paid trial period with training.
* Staff room available for taking rest breaks or supporting employer overnight.

**How to Apply**To apply, email your completed application form or CV to pajobs@lothiancil.org.uk, quoting job reference CGOH in the subject line.**About the Lothian Centre For Inclusive Living (LCIL)**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 to protect their privacy. Our client will contact you if you are shortlisted for interview.Lothian Centre for Inclusive Living (LCIL)Norton Park,57 Albion Road,EdinburghEH7 5QYTel: 0131 475 2350 Email: admin@lothiancil.org.ukWebsite: [lothiancil.org.uk](https://lothiancil.org.uk)  |
| **Contact Details**Please provide your personal details below so that we may contact you if you are selected for interview. |
| Forename |  |
| Surname |  |
| Phone |  |
| Email |  |
| Address |  |
| Postcode |  |

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| **Education & Training History**Please state the name of the institution, qualification and dates attended. |
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| **Employment & Voluntary History**Please state name of the employer, job title, dates employed and main duties. |
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| **Skills, Experience & Personal Qualities**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). |
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| **Work Availability**Please indicate below when you are available to work. |
|  | **Morning** | **Afternoon** | **Evening** | **Night** |
| Mon |  |  |  |  |
| Tue |  |  |  |  |
| Wed |  |  |  |  |
| Thu |  |  |  |  |
| Fri |  |  |  |  |
| Sat |  |  |  |  |
| Sun |  |  |  |  |
| **PVG Scheme & Additional Information**The Scottish Government setup the Protecting Vulnerable Groups (PVG) scheme to improve disclosure arrangements for people who work with vulnerable groups. For more information, please visit [mygov.scot/pvg-scheme](https://www.mygov.scot/pvg-scheme/). If you are not a member of the PVG Scheme you can request application forms and guidance notes by email to info@disclosurescotland.co.uk. |
| 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 |  |  |
| Phone |  |  |
| Email |  |  |