



2: Designing your personal assistant

A guide by Uemploy

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Uemploy Ltd

Introduction

The logo for Uemploy, featuring the word "Uemploy" in a blue sans-serif font with a small orange circle containing a white dot above the letter 'y'.

We support people with a learning disability to employ their own personal assistant.

We have 5 booklets about how to use your direct payment to employ a personal assistant:

1. Getting a direct payment
- 2. Designing your personal assistant (PA)**
3. Finding your personal assistant (PA)
4. Employing your personal assistant (PA)
5. Being a good employer



This booklet is stage 2: designing your personal assistant (PA). In this booklet we talk about:

- deciding if you want a personal assistant
- deciding what your PA will do
- explaining the job: writing the job description and person specification



Please get in touch with a Uemploy Consultant if you want to find out more after reading this guide. You can find our contact details at the end of this booklet.

Deciding if you want a PA



support

A personal assistant (PA) can support you in your daily life in the way that you want.



activities

Your personal assistant (PA) could support you to go shopping, visit family, go on holiday or travel.



support

It could also include support at home, for example support with cooking, cleaning or personal care.



control

You will have control by employing your own personal assistant (PA). You will be able to choose how and when someone supports you.



safe

When you have a personal assistant (PA), you also have to do some things to make sure that you find the right person, that you support them to do a good job and that you are both safe.



booklet

This booklet tells you about employing a PA and how Uemploy can support you.

Deciding what your PA will do



Your goals

Think about what you would like to do in the future. What are your goals and dreams? What would you like to do next month or next year?



Your support

Next, think about what support you need to do this. Write a list of what support you get now. Is this right and is there anything missing?



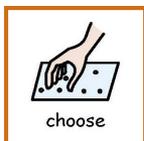
Your support might be paid or unpaid. It could include support from care staff, family, friends, neighbours, your partner and other local people.



Think about the different ways you could get support from the people around you and what you can do to help them in return.



Your Local Authority should do an assessment of your Eligible Needs to find out what support you need.



Remember, you can choose how you meet your Eligible Needs, but you can only use your direct payment for these needs and not anything else.

Deciding what your PA will do



Once you know what support you can pay for, you can then decide how many personal assistants (PAs) you need and how much you can afford to pay them.



Think about how much you want to pay your personal assistant (PA). You need to pay them at least the National Minimum Wage.



Your Local Authority, social worker or other people who employ a personal assistant (PA) might be able to help you decide what to pay.



You could also look at job adverts for personal assistants (PAs) in your local newspaper.



Task list

Use your goals, your list of support and your Eligible Needs to write a task list.



This is a list of things you want your personal assistant (PA) to do. This will become the job description later.

Deciding what your PA will do



The person

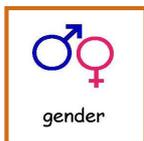
What sort of person would you like to have supporting you?



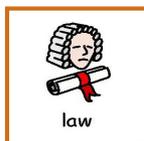
For example, do they need to be patient or good at organising things? Would you like them to have any special skills or experience, like driving a car? Make a list of these things too.



You should choose someone regardless of their race, age, religion, sexuality, disability, whether they are transgender, or whether they are married or are having a baby.



You can only say that you want a man or a woman if they will be doing intimate personal care, for example helping you to wash yourself.



This is written in a law called the Equality Act. Have a look at the link to the Equality and Human Rights Commission at the end of this booklet for more information.



Normally, you cannot use your direct payment to employ someone from your family that also lives with you unless you get special permission.

Explaining the job



To find your personal assistant (PA), you must decide who you want to employ. This means you need to write a job description, a person specification and competencies.



Job description

This tells people what they will be doing if they become your personal assistant (PA). You can use your task list to write this.



You should also add when you want them to work, which tasks they will do regularly and which tasks they will only do sometimes.



Person specification and competencies

This tells people what sort of person you want them to be and what skills and experience you want them to have.



Use your list of what sort of person you want to write this. Be careful not to discriminate against anyone because of something about them, like their religion or disability.

Explaining the job



The application form or CV

This is what people use to apply for the job.

Once you have placed your job advert, people who are interested in the job will contact you.



You should ask them to send an application form if you want specific information or a CV which will just tell you about where they have worked.



Application forms and CVs tell you what the person has done before and help you decide whether they could be your personal assistant (PA).



You can ask questions about:

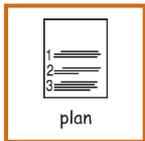
- their experience, training and previous jobs
- when they are able to work and when they can start
- why they want to work for you

How Uemploy can help



Your Uemploy consultant can support you at every stage of getting a personal assistant (PA).

At this stage, we can support you by:



- working with you to plan your support
- working with you to write your personal assistant's (PA's) job description, person specification and competencies
- giving you templates for a job description, person specification and competencies



We can support you in the way that you want. We use a variety of person-centred tools and communication methods to help you think about your options, decide what you want and share your decision.



Contact us to tell us how we can work with you. Call 0300 303 8163 or send an e-mail to: enquiries@uemploy.org.uk

Please note: while we have tried to make sure the information in this booklet is correct, it is not legal advice and we cannot guarantee its accuracy.

Neither Uemploy Ltd nor any other Thera Group company can accept responsibility for any liability if you use any of the information given. We recommend that you check with your Local Authority for up-to-date information for your area.

Extra help and information



There are lots of resources that can help you to find a personal assistant (PA). They include:

Care Skillsbase

www.scie.org.uk/workforce/careskillsbase/index.asp

Employing people

www.gov.uk/browse/employing-people

Equality Act guidance for employers

www.equalityhumanrights.com/advice-and-guidance/guidance-for-employers

PA Toolkit

www.skillsforcare.org.uk/entry_to_social_care/recruitment/employingpersonalassistants.aspx

Support for employers of personal assistants

www.panet.org.uk

There will also be local organisations and information that you can use.



Don't forget, you can talk to Uemploy. Visit www.uemploy.org.uk or call 0300 303 8163.

Your notes and ideas

Contact us



If you want to know more about Uemploy,
please get in touch.

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