



3: Finding your personal assistant

A guide by Uemploy

www.uemploy.org.uk



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Uemploy Ltd

Introduction

The logo for Uemploy, featuring the word "Uemploy" in a blue sans-serif font. The "U" is a light blue outline, and the "employ" is a darker blue. The logo is enclosed in an orange square border.

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 about stage 3: finding your personal assistant. In this booklet we talk about:



- advertising for your personal assistant (PA)
- shortlisting for your personal assistant (PA)
- interviewing for your personal assistant (PA)
- what happens after the interviews



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.

Finding your PA



To find a personal assistant (PA), you need to decide who you are looking for.



You should think about what support you need and how your personal assistant (PA) will give you this support. You should use this to write:



- a job description, which says what your personal assistant (PA) will do
- a person specification and competencies, which says what skills and experience your personal assistant (PA) will have and what sort of person they will be



Read more about writing these in the previous booklet '2: designing your PA'. Speak to Uemploy about getting support to write them.



Once you know what you are looking for, you need to find the right person. You can advertise the job yourself, or you can use an organisation like Uemploy.



Uemploy has a PA Pool, which is a list of people that want to work as a personal assistant (PA).

Advertising for your PA



If you want to advertise for a personal assistant (PA), you will need to write a job advert.

The advert should give a description of the job, the hours they will work and what you will pay.



You should also tell people how to contact you, how and when to apply and whether you will be checking references or criminal convictions.



There is more information on deciding details like the salary in booklets 4 and 5. Make sure you read this before you write your job advert.



Be careful not to share too much information about yourself, like your home address. You can use an e-mail address or phone number instead.

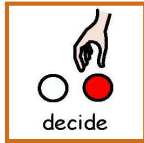


You can write your job advert yourself or use one of the examples or templates online. You can find some by using the list of resources at the end of this booklet.



Once you have your job advert, you are ready to advertise! You could put your advert in local shops, the post office, colleges, newspapers, advertise through the Job Centre or go online.

Shortlisting for your PA



Once the deadline has passed and people have sent you their applications, you need to decide who you want to find out more about in an interview.



Have a look at each application and compare it to your person specification, competencies and job description. Tick off which things each person could do.



There might be some things that you are not worried about now as they can learn them later. There might be other things that they need to be able to do straight away.



You decide who could do the job and who you want to meet in an interview. This is called shortlisting.

Interviewing for your PA



When you have decided who meets the person specification, competencies and job description, you should arrange interviews.



An interview will let you meet the people, ask them more questions and decide if they would be a good personal assistant (PA).



Arrange a place to do the interviews. You may not want to interview people in your home if you do not know them and would not feel safe.



You can ask your Local Authority or social worker if they have a room you can use. Your friends and family may also be able to help you find somewhere to interview.



Invite the people you have chosen to the interview. Before you go to the interview, plan the questions you want to ask. You could practice these with a friend.



You should also take someone with you to the interviews. They can help you write notes in the interview and talk about what you thought afterwards.

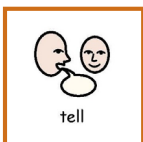
After the interviews



After the interviews, discuss what you thought of each person and decide who you want to be your personal assistant (PA).



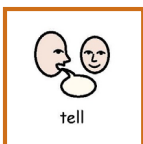
Make sure that they have the skills and experience you need and that you would like to spend time with them.



Once you have decided, you need to tell the person you have chosen that you want to offer them the job.



You need to tell them that you will do some checks before you employ them. This may include checking their references and checking if they have any criminal convictions.

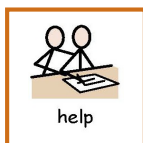


When they have accepted the job offer, you should tell the other people you interviewed that they have not got the job. Make sure you thank them for coming to the interview.



There is more information on doing the checks and writing job offers in the next booklet, 4: employing your PA.

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:



- finding your matches in our PA Pool
- helping you to shortlist who you want to interview
- supporting you with interviews
- writing a unique advert for you if you want to advertise separately



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

Your notes and ideas

Contact us



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

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