



# Being a personal assistant (PA)

A guide by Uemploy

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Uemploy Ltd

# Introduction



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



recruitment

We support people through the whole recruitment process from planning their support, to signing the contract and starting work.



assistant

We also help people who want to work as personal assistants (PAs).



work

This booklet tells you more about being a personal assistant (PA) and how Uemploy can help you get the PA job you want.



information

There is information about how to join our PA Pool and what other support we can give you.

This booklet talks about:



contents

- personal assistants in social care
- the personal assistant job
- how Uemploy can help you



contact

To find out more about Uemploy you can contact us on 0300 303 8163 or send an email to: [enquiries@uemploy.org.uk](mailto:enquiries@uemploy.org.uk)

# Personal assistants in social care



Your Local Authority provides social care funding for people who need support at home or in the community. This includes older people and people with long-term health conditions, physical or learning disabilities, or mental health needs.



People can receive their support in different ways. One way is to have a direct payment. This means that the Local Authority gives them the money to buy their own support.



People can use this money to buy support from an organisation or employ their own personal assistant (PA).



Uemploy concentrates on supporting people with a learning disability. We support people to employ a personal assistant (PA) through these 5 stages:



## 1. Getting a direct payment

Speaking to the Local Authority, understanding their options and writing a support plan.



## 2. Designing their personal assistant (PA)

Supporting people to look at their direct payment, think about their lifestyle, goals and ambitions and decide what support they want.

# Personal assistants in social care



**3. Finding their personal assistant (PA)**  
Searching for matches in our PA Pool, placing unique adverts, shortlisting and interviewing.



**4. Employing their personal assistant (PA)**  
Employment checks, job offers and contracts.



**5. Being a good employer**  
Support and information on induction, learning and development, health and safety, payroll and supervision.



We support people with a learning disability to be employers themselves. Uemploy does not employ personal assistants (PAs) as agency workers.



The person with a learning disability will usually be your employer, not Uemploy. However, your employer may be a family member or someone else acting on behalf of the person you will support.



We support everyone involved in the process to make sure matches are successful and that there is a good working relationship between employer and employee.

# The personal assistant job



A personal assistant (PA) can do many different things. By employing their own personal assistant (PA), people can choose exactly how they are supported to fit with their needs.



## The benefits of being a personal assistant

Being a personal assistant (PA) gives you the opportunity to focus your attention on the person you are supporting. You can work in partnership with them to develop exactly the right support.



You can use the skills, knowledge and experience you have built up at work and in life to support that person to take control, live independently and achieve their goals.



## The work

No two personal assistant (PA) jobs are the same. You could be working various hours, in someone's home or in the community.



You could be supporting people to go to an event, visit family or cook a meal at home. You could be supporting people with their personal care, enabling them to travel, or supporting them at work.

# The personal assistant job



Some employers will want you for fixed hours. Some people might be flexible. Your place of work and other conditions could also vary.



You will be employed by the person you support. As with any job, you will have basic employment rights, such as Statutory Sick Pay.



Uemploy will support you and your employer to understand employment laws and to work well together.

## Getting a job



You do not necessarily need to have experience in health or social care. Each person will need something different in a personal assistant (PA).



Some employers will be looking for particular qualifications or experience, whereas others may focus on your interests or communication.



Have a look around to see what opportunities are out there. Make sure you read the job description and person specification to understand exactly what each job involves and who the employer is looking for.



Join the Uemploy PA Pool to find out about job opportunities and be matched with employers.

# How Uemploy can help



Uemploy has a PA Pool, which is a list of people interested in being a personal assistant (PA). We keep information on your experience, interests and availability so that we can match you with the right people.



When someone with a learning disability asks us to find them a personal assistant (PA), we work with them to find out what they need and want.



We use our PA Pool to find possible matches and send them to the person who will be the employer. The person will then choose who they want to interview.



By joining our PA Pool, you have the opportunity to be matched with a variety of employers. We will give you information and support on being a personal assistant (PA) and your career.



Uemploy will continue to support you and your employer after you have been matched, to help you to establish a good working relationship.

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.

# Contact us



If you want to know more about Uemploy or to register with our PA Pool, please get in touch.

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