

# Employing a Personal Assistant - Self-Funded / ASC Funded



## Your Needs

### Needs

- Employing a PA is a great way to keep you in control of the care and support you receive.
- In line with your care plan, consider what tasks you may require a PA to help you with: Everyday tasks, occasional tasks such as weekly shops or more personal care etc.

### Needs

- Have a think about the kind of attributes you would like to see in someone working with you, personal qualities for example such as a good sense of humour or professional skills such as experience in a similar role or a driving licence perhaps.

### Needs

- In line with your care plan, consider when your PA would need to work and support you.
- Regular hours, specific times during the day or week etc. or occasional hours to cover medical needs or social events.

### Needs

- Bear in mind that as most PA's are self-employed so you may wish to consider holiday and sickness cover.

## Placing an advert

### Apply for Work

- Before you can place an advert you'll need to register on the Isle of Wight PA Noticeboard [isleofwight.panoticeboard.org.uk](http://isleofwight.panoticeboard.org.uk)
- You can create an account on your own or ask a family member, friend or representative to help.

### Apply for Work

- Place an advert on the PA noticeboard providing a description of your requirements for the role and include the working location (town name) working hours required and rates of pay.

### Apply for Work

- Make sure you include a bit about yourself in the advert, what you enjoy doing, whether you have any pets etc. but make sure to keep it generic and don't include any personal information such as name, address etc.

### Apply for Work

- Once you save your advert, it will come through to the PA Market team to review who will then publish the advert for you. Once published, you can see any applications received for your advert in your account on the noticeboard.

## Interview Process

### Interview

- Any PA's interested in working with you will respond to your advert on the PA noticeboard, this will generate an email to the email address you used when you created your account. You can also see the application's in your PA noticeboard account.

### Interview

- Sometimes the PA will leave a contact telephone number in their application however if not you will need to contact them by replying to them in the PA noticeboard.

### Interview

- Arrange an interview at a mutually convenient time and place. We recommend at least 30 minutes for each interview and recommend you do not interview alone. Take a family member or friend with you.

### Interview

- Consider what information you would like to know about the PA and how they can meet the requirements of the advert. Write down a list of questions to ask the potential PA and make notes when they're answering to refer back to.

## Employing your chosen PA

### Employment

- Contact your preferred PA and offer them the job and ask for their references and check their documentation: DBS check, Public Liability Insurance, Training and Qualifications, Unique Tax Payer Reference.

### Employment

- Put a contract or working agreement in place to outline the PA's and the employers (your) responsibilities.
- Have a conversation about sickness and holiday cover (if your PA is self-employed it's their responsibility to ensure this is covered)

### Employment

- Paying your PA: If you are in receipt of a direct payment, you will need to use your pre-paid card to set up payments to your PA.
- If your PA is self-employed they will submit invoices to you to enable payments to be made.

### Employment

- If you are self-funded, your PA will need to submit invoices to you to enable you to pay them.
- If your PA is going to be working on a PAYE basis you might want to consider a payroll service to take care of payments for you.