



DDCIL Direct Payments and Support Planning Team
Free Support Planning and Direct Payments advice
for clients in the Derbyshire County Council area

WHAT IS A PERSONAL ASSISTANT?

A Personal Assistant (PA) would be employed by a disabled or elderly person. The job of a PA can be many things, including; assisting the employer in all areas of personal and domestic need, driving, escorting and aiding in the person's social and day to day activities.

Each job is as individual as the employer

For some jobs P.A's should be able to manage the physical skills of lifting, pushing and bending. It is not always necessary to be a physically strong person to do the job, but general good health is important.

Some employers may need you to be able to work extra hours to provide cover when other staff are off, or to change your hours to accommodate the employer's needs.

Personal Qualities.

A personal assistant must be:

- * Trustworthy
- * Reliable and Responsible
- * Discrete and respect the importance of confidentiality
- * Conscientious
- * Responsive to instructions
- * Capable of taking a back seat
- * Sensitive and observant enough to know when their assistance is needed
- * Flexible and adaptable

Personal Assistants Responsibilities.

If problems or queries arise, it is important to discuss and resolve them immediately with the individual, when working on a one to one basis, it is important to be as open in your communication as possible.

Arrive at the scheduled time, ready to work. Notify if you are going to be arriving late wherever possible, give advanced notice of holiday leave and whenever possible sick leave. Punctuality and reliability are essential.

Since you will have access to confidential information concerning all aspects of the persons life, it is important that you respect the privacy of the person you are working with. Try to be discrete and professional at all times.

Respect the lifestyle, routine and opinions of the person with whom you work. Do not interfere or impose your own judgments and opinions

The tasks to be carried out and the hours to be worked vary greatly from post to post.

General information.

Some employers may have a vehicle and may ask you to drive their vehicle, some may ask you to drive them in your vehicle, some may want you to accompany them in a taxi, or on public transport.

If an employer wants you to use your vehicle, they should re-imburse your petrol cost – it will be up to the individual employer to decide what mileage rate they will pay.

Employer's requirements do vary, sometimes quite widely .

Some will prefer previous experience, some will be happy to train you on the job. Some employers will require a DBS enhanced disclosure, and almost all employers will check references.

Most employers will ask you to be flexible, as often the employer's health will be variable, and this will affect what they are able to do, and what they need support with.

The rate of pay varies, and is decided by the individual employer. You will always be entitled to holiday pay, but most employers will only pay statutory sick pay.

You will be required to complete and sign a 4 weekly time sheet – this must be returned to the employer promptly so that the employer can calculate payment due.

Many personal assistants will work for more than one employer, as a number of part time jobs can add up to the equivalent of full time work.

Personal Assistant Database

DDCIL keep a database of email addresses of people who are looking for work as a Personal Assistant. If you are registered on the database, when there is a new vacancy advertised on our website, an email alert will be sent to you. You may then wish to check the website for the full job details and complete and return the application form.

If you would like to be added to our Personal Assistant Database please register your details through our website - www.dcil.org.uk/PA

Our web-site has details of vacancies for personal assistants, organised by geographical area. You can download the job details and an application form from the web-site

You can contact :

DDCIL Direct Payments team on 01773 742165 and

direct.payments@dcil.org.uk

DDCIL Park Rd Ripley Derbyshire DE5 3EF

DDCIL is a company Limited by guarantee, registered in England No.1930154
and is a charity registered with the Charity Commission No. 701563
VAT REG: 580 8347 20