

Proud to Care

DONCASTER



Personal Assistant

Working directly with individuals to help them in their daily lives



What is a Personal Assistant?

A PA will work directly with one or more individuals to help them with various aspects of their daily life, to help them live as independently as possible.

Personal Assistants will be employed directly by an individual who is managing and paying for their own care through a social care direct payment or personal budget. PAs usually support individuals in their own home, or to go out in the community.

Personal Assistants can support the person with every aspect of their daily life and the work can be more flexible than in a formal

care setting. They can be employed directly by one person or work for a number of different people depending on the amount of hours and days the PA is wanting to work.

PAs could work with lots of different people, with lots of very different needs, depending on their age, long and short-term health conditions, physical or mental disabilities.





The duties of a PA vary depending on the persons needs and could include:

- Organising and supporting individuals with their social and physical activities
- Booking and going with individuals to appointments
- Helping individuals to get to work, college or university
- Helping with personal care such as showering and dressing (although not all PA roles involve personal care)
- Supporting with tasks around the house such as shopping, cleaning and cooking
- Monitoring their health for example measuring body temperatures or administering medication.
- Assisting them to work, which could include managing their diary, sending emails, compiling letters, making appointments etc.

Whatever you are doing as a Personal Assistant, it is very personalised and centred around the person's needs.

Without you, their lives would not be the same and they would struggle with managing simple day-to-day tasks that we take for granted, such as going to work, sending an email, making a phone call, meeting with friends or maybe just managing their own personal hygiene.

Personal Assistant work can be a rewarding career and there is plenty of opportunity within the sector to develop your knowledge and skills and make a lifelong career of caring and helping others.



So how do I get started in a Personal Assistant Career?

Entry requirements will be dependent on the type of PA role you are looking for. Some Employers will expect you to have some specific experience or qualifications and others will not require any formal qualifications or experience at all.

However, you will need the right attitude and attributes such as:

- Caring / Compassionate / Courageous / Committed / Good communicator
- Be willing to undertake training, needed to develop your skills and knowledge to help and care and support them, which will ensure you are competent within your role.

Depending on the type of PA role you are undertaking, will very much depend on the type of training that will be expected of you. Each individual will require their PA to have different skills and knowledge, but more importantly, each will have their own personality and want someone who they have a real connection with.

There are many courses available to all who work in the Adult Social Care Sector such as:

Professional Boundaries and good practice/ Encouraging Independence/ Specific Health Condition Courses such: (Parkinson's, Epilepsy, MS, Diabetes, Huntington's) Visual Impairment, Hearing Impairment and Makaton / Digital Skills / Basic Care Skills such: Nutrition and Hydration, Moving and Handling, Infection Control, Mental Capacity.

(This list is not exhaustive)



How can I progress in the career as a PA?

There are many different training courses available to PA's in Doncaster, these come in many different forms such as E Learning, Distance Learning, Face to face training and Diploma's.

Also available to a PA is the ability to complete the Social Care Induction Programme through Doncaster Council, this will enable the PA to complete a full suite of mandatory Care related courses including the Care Certificate, this is a 12 week programme where you will receive comprehensive face to face training and Mentor support throughout.

Due to the nature of a PA role, any training undertaken is part of your own personal development and career progression path, so you have full control over the training and development you engage with throughout your career.

How do I find a PA role?

In Doncaster, we have two organisations how have a PA role finder where you are able to register your details, which can be accessed by local people in Doncaster looking to recruit a Personal Assistant.

Purple Direct Payment Support Service

<https://www.purple-dpss.co.uk/doncaster-dpss/>

Active Independence Doncaster

www.activeindependence.org/our-services/pa-register/



We want every person in Doncaster to live in the place they call home with the people and things that they love, in communities where they look out for one another, doing things that matter to them.

Sometimes we need some support to live the life we choose and to do the things that are important to us. This support may come from a mix of family members, friends and neighbours, local community groups and voluntary organisations, and people employed in caring roles, like Support Workers, Social Workers, Occupational Therapists or Personal Assistants.

For further information on how we can help and assist you in to a rewarding career in Adult Social Care please contact us on:



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Contact us on:

Email proudtocare@doncaster.gov.uk

Telephone **01302 737908**

to speak to one of our team.

Monday to Friday 10am – 4pm.