

## ***Personal Assistant***

A personal assistant (PA) may work in a person's home, or out in the community, or at their place of work and may work for more than one employer. enabling the person more choice and control of their care and supports needs and to live the way they choose.

### ***What a personal assistant does***

The role of PA's is varied and rewarding, each job will be different because every employer will have different preferences on how they want their PA to support them.

As a PA you may be supporting an individual employer

- by carrying out household tasks like cooking, cleaning, meal preparation, shopping, organising paperwork
- to maintain hobbies and interests, like going to the cinema, gigs, swimming or going on holiday
- to develop a new skill or get a job
- to maintain relationships with family and friends
- by providing personal care, including support to dress, wash and bathe
- at their place of work or education

If you possess good listening and communication skills, and display flexibility and good time management as well as interpersonal skills this could be the perfect role for you. *What's really important is that you have the right values and behaviours to work in social care, kind and caring, respectful, enabling and understanding.*

### ***Opportunities***

There may be opportunities to train and gain qualifications in your role which can support with progression into senior PA roles, rehabilitation worker or advocacy worker.

Being a PA can also be great experience to support your University application to become a social worker, nurse or occupational therapist.

### ***Register as a personal assistant***

If you already work (or want to work) as a PA, you can join our register to advertise what you can do and when you're available to work. <https://kent.paweb.org/> Once you are registered you will be able to search for suitable personal assistant vacancies on the website.



Your details will not be available to the general public. They will be accessed by us when someone we support needs a PA in an area where you want to work. You won't be working for Kent County Council, you'll be working directly for the person who needs support or their family/carers and they will have all the responsibilities as your employer.

Joining our register doesn't guarantee that you'll get a job. We do not recommend any individual PA and employers may carry out appropriate checks before offering you a job.

**Skills for Care** explain more about the role and what an employer looks for on their personal assistant page:

<https://www.skillsforcare.org.uk/Careers-in-care/Job-roles/Roles/Personal-assistant.aspx>

