

Fact Sheet -10



Recruitment

Job Descriptions

It is important that you create a job description. This will ensure that the person you are employing meets the requirements needed to fulfil their duties within the role of caring for your child or young person. You will need to think about what skills they will require i.e. providing personal care, having a driving licence/car or have particular communication skills.

Start by making two lists:-

- One listing all the tasks you would expect the Personal Assistant to carry out.
- The second listing all the skills and qualities you expect in a Personal Assistant or Care Provider.

Advertising

Once you have created your job description you can start to think about how you are going to advertise the post. There are a number of different ways you can do this, some methods have cost implications and are more successful than others.

Personal Assistant can be found in a number of different ways:-

- **Word of Mouth:** - It may be someone you already know or have worked with. It maybe someone your child or the young person has regular contact with through a social activity or professionally i.e. Local Scouts group or school.
- **Local Shop or Post Office:** - This can be a good way to reach people who live locally which can be helpful when flexibility is needed. This is also a cheap method of advertising.
- **Local Newspaper:** - This method often produces good results but can be quite expensive.



Interviewing

Once you have received all your applications, you can then decide who you want to interview. Work through your applications and score them on how closely they meet the job description.

It is better if you can conduct interviews away from home and have a friend or professional with you. They can take notes while you ask questions and they will be able to help you later when you make your decision on which the successful candidate is. You can prepare a list of questions beforehand. It might be useful to base your questions on the Job Description.

Possible questions could include:-

- Previous work experience
- Qualifications
- How to react in an emergency
- How to deal with challenging behaviour

Once you have agreed which applicant you want to employ, you should contact them and tell them you will need to first check their references and also carry out a DBS (Disclosure Barring Service) check. You will also need paperwork to prove they are eligible to work in the UK. These things need to be done before the start date, so you will need to allow time for these checks to be made.