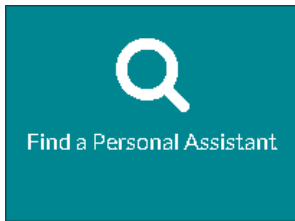


# Factsheet 4: How to find and recruit a Personal Assistant

## How to find a Personal Assistant (PA)

Firstly follow the link to the [Nottinghamshire Help Yourself Personal Assistant Directory](#).

Next click on the 'Find a Personal Assistant' button:



This button will then take you to the list of PAs listed on Notts Help Yourself Website on PA Directory.

Once you can see the list of PAs, you can filter your search using a variety of filter options such as 'Area Served' or 'Tasks'. You can do this by looking on the left hand side of the screen and selecting the option that relates to yourself i.e. you could filter your search to the area 'Newark and Sherwood' to find PAs who are willing to work in this area. See example:

**Area Served:**

- Newark & Sherwood (6)
- Nottingham City (5)
- Gedling (5)
- Broxtowe (5)
- Rushcliffe (4)
- Mansfield (4)
- Ashfield (4)
- Bassetlaw (3)

Please note: the figures relating to area were correct on the date this factsheet was published. All the PAs listed have some current capacity to pick up new work.

Once you are happy with your search criteria, you can look through the list of PAs and click into each of their profiles by clicking on the blue title of each post. This will then take you to the PA's profile where you will be able to view more details.

If you find a PA that you would like to interview, please find their contact details under the 'About

the PA' section.

About the PA

## About the PA

The PA has...	Cu
Telephone(s)	01
Email	tn
Age	48
Gender	Fe
Is a smoker?	Ni

Please note: you must be logged in to access the Personal Assistant's details. If you require support in creating an account and logging in please email:

[nottshelpyourself@nottscc.gov.uk](mailto:nottshelpyourself@nottscc.gov.uk)

## 2. How to post a job vacancy



Personal Assistant  
Directory  
Create and manage your  
Personal Assistant profile or job  
listing(s).

Firstly, you will need to log into your Nottinghamshire Help Yourself account or create an account.

Once you have done this you need to click on the orange icon for the 'Personal Assistant Directory'.

Next click on '+ Create a new job listing'.

## Job Vacancy Listings

[+ Create a new job listing](#)

Next, please complete all the required fields, provide as much detail as possible and read the guidance throughout the form.

Save Profile

On completion of the form click the green 'Save Profile' button at the bottom of the page. Your listing will then come through to the Notts Help Yourself team for approval before going live on the site.

You will be able to see your listing and its status as indicated in the Personal Assistant Directory.

## 3. How my personal information is used

The Council is committed to protecting your privacy and ensuring all personal information is kept confidential and safe. For more details see our general and service specific privacy notices at:

<https://www.nottinghamshire.gov.uk/global-content/privacy>

## 4. Contact information

If you have any questions about anything contained in this leaflet relating to Direct Payments, please contact:

The Direct Payment Enquiries Team: - Phone: 0115 8044945

Email: [dpenquiries@nottscc.gov.uk](mailto:dpenquiries@nottscc.gov.uk)

If you need to contact someone about the support, you are already receiving contact

Phone: 0300 500 80 80 - Monday to Friday: 8am to 6pm (Calls cost 3p a minute from a BT landline. Mobile costs may vary).

Enquiries: [www.nottinghamshire.gov.uk/contact](http://www.nottinghamshire.gov.uk/contact)

Website: [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)

Deaf / hard of hearing:

- Text relay service: Dial 18001 0115 9774050 from your textphone or the Relay UK app.

### SignVideo

Download the SignVideo app to communicate with Nottinghamshire County Council in British Sign Language via an interpreter. Visit [www.nottinghamshire.gov.uk/contact-us](http://www.nottinghamshire.gov.uk/contact-us) for more information.

Phone 0300 500 80 80 if you need the information in a different language or format.

*The Council is committed to protecting your privacy and ensuring all personal information is kept confidential and safe. For more details see our general and service specific privacy notices at: <https://www.nottinghamshire.gov.uk/global-content/privacy>*