

# How to find and recruit a Personal Assistant



This easy read tells you about how to find and recruit a Personal Assistant.

## Steps to take



Go to the [Nottinghamshire Help Yourself Personal Assistant Directory](#).



Click on the 'Find a Personal Assistant' button.



This will show you a list of Personal Assistants on the Notts Help Yourself website.



You can filter your search by different options such as 'area served' or 'tasks'.



You can see more details about each PA by clicking on the blue title of each post. This will show you their profile.



If you want to interview a PA, you can find their contact details under the 'about the PA' section.



You must be logged in to see the PA's details.



If you need help to make an account or log in, please email

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

## How to post a job vacancy

nottshelp  
yourself  
.org.uk

You 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'.



Click on '+ create a new job listing'



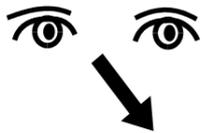
Then fill in all the needed information, give as much detail as possible and read the guidance to help you.



When you have finished the form, press the green 'save profile' button at the bottom of the page.



Your advert will be sent to the Notts Help Yourself team to be approved, then your advert will be put on the website.



You will be able to see your advert and its status.

## Contact Information



If you need to ask anything about Direct Payments, please contact the Direct Payments Team on email [dpenquiries@nottsc.gov.uk](mailto:dpenquiries@nottsc.gov.uk)



or phone 0115 8044945

## Customer Service Centre



Our Customer Service Centre can answer most of your questions and help with information and form filling.



There are several ways to contact them, including:

**Web:** [Use our online contact form](#)



**Telephone:** 0300 500 80 80



**Relay UK**

**Text Relay:** 18001 0115 977 4050

People who have hearing or speech difficulties and prefer to communicate via text can use the Text Relay service through the [Relay UK app](#).



**SignVideo**

**Sign Video**

People who use British Sign Language to communicate can use [the SignVideo app](#) to speak with us.

## Links in this document

### **Notts Help Yourself Personal Assistant Directory**

[nottshelpyourself.org.uk/kb5/nottinghamshire/directory/pa\\_home.page](http://nottshelpyourself.org.uk/kb5/nottinghamshire/directory/pa_home.page)

## **Nottinghamshire County Council – contact us form**

nottinghamshire.gov.uk/contactform

## **Relay UK app**

www.relayuk.bt.com/how-to-use-relay-uk/download-app.html

## **SignVideo app**

signvideo.co.uk/download

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For plain English web page version of this information, go to:

[How to find and recruit a Personal Assistant: factsheet 4 |](#)

[Nottinghamshire County Council](#)

<https://www.nottinghamshire.gov.uk/care/adult-social-care/social-care-publications/how-to-find-and-recruit-a-personal-assistant-factsheet-4>

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