



## Personal Assistant Factsheet- find-a-pa.co.uk guide

Registering on the PA platform, <https://www.find-a-pa.co.uk/haringey>, will enable you to access direct payment holders, i.e. employers, on the website. Furthermore, the process of registering will also help you to get a better idea of your own criteria for matching up, e.g. the kinds of knowledge and skills you have to offer and the hours of work you are able to commit to.

Disability Action Haringey is not an agency or employer; however, we are a service who can potentially support you with suitable clients. If you need assistance using find-a-pa.co.uk or want to have a conversation about finding employment as a PA, please contact us. There is no cost associated with this service.

### Contact us

If you need assistance using find-a-pa.co.uk or want to have a conversation about finding employment as a PA, please contact us via our Personal Assistant Coordinator, Lydia Silver or DAH directly

**Email:** [lydia@d-a-h.org](mailto:lydia@d-a-h.org)

**Phone:** 07392 217665

(Available Tuesday-Thursday and alternate Fridays)

**DAH Phone:** 0203 355 0071

(Monday-Friday 10:00-15:00)

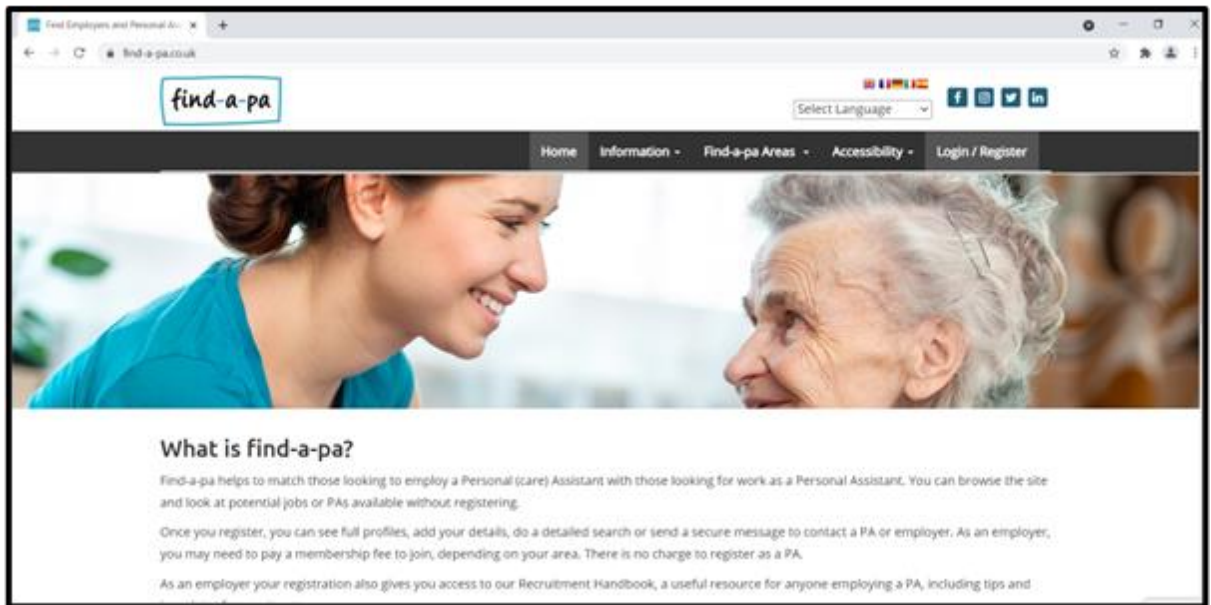
### Registering on find-a-pa

This section will illustrate step-by-step how to register as a PA on the [find-a-pa.co.uk](https://www.find-a-pa.co.uk) website.

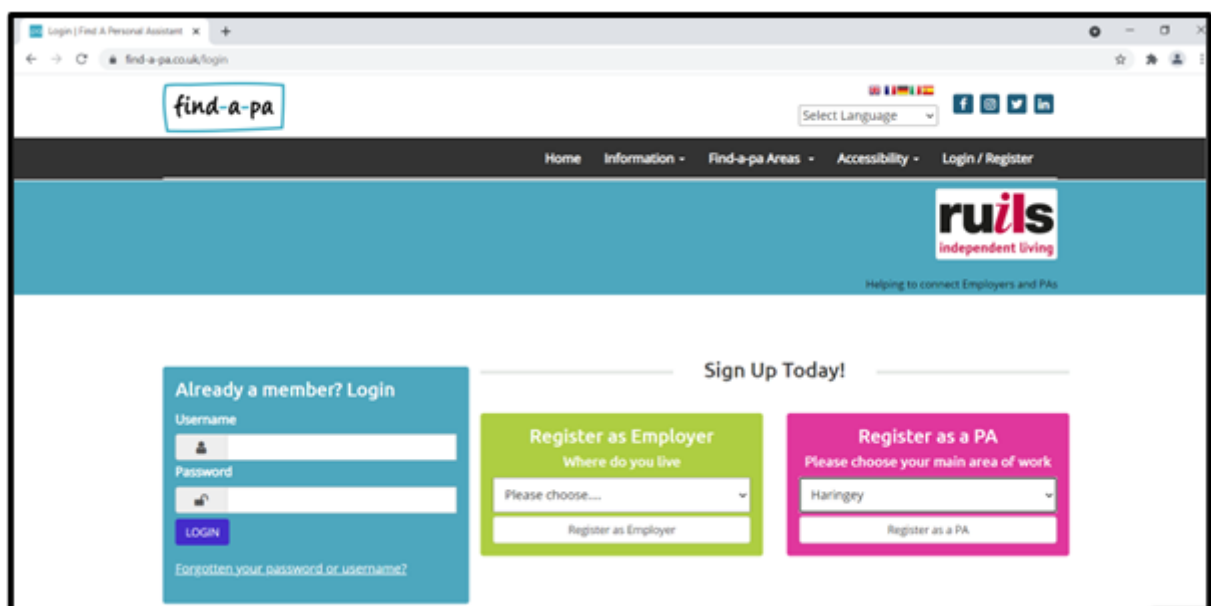
1. Go to find-a-pa.co.uk on your web browser: <https://www.find-a-pa.co.uk/>



Note, the text sizes and colour contrast can be changed on the site when you click on the 'Accessibility' tab. You can also change the language when you click on the 'Select Language' tab.



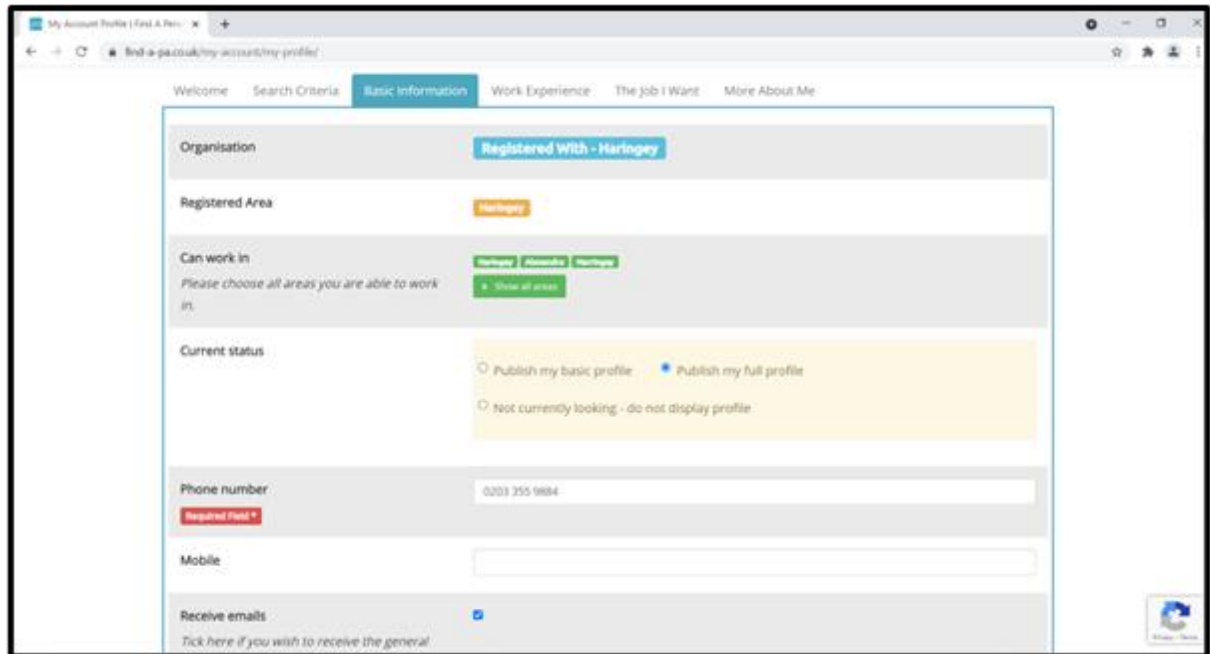
2. Click on 'Login / Register'. Then 'Register as a PA' in the pink box and select 'Haringey'.



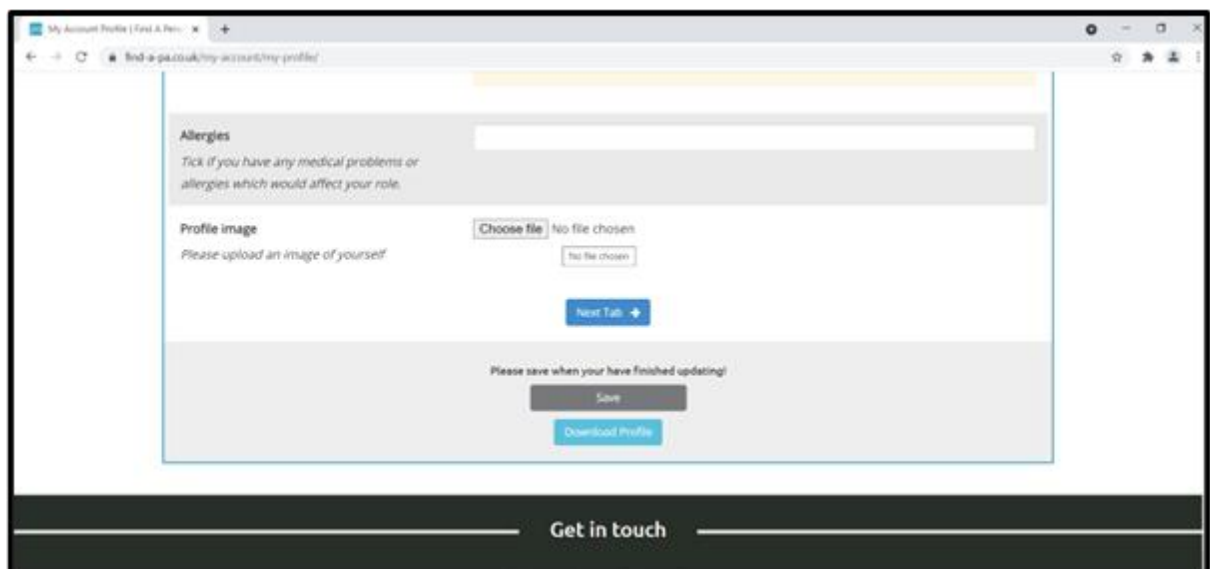


- Underneath 'Haringey' click on 'Register as a PA' and you will see a form to fill out. Please continue to fill in your details.

- When registering write down your username and password on a piece of paper or in your phone's 'Notes'.
  - Press the 'Register' button at the bottom of the screen and wait for an email to come through into your personal email address's inbox. Check your junk box as well. When you receive the email from find-a-pa.co.uk click on the link so that you can continue with your profile registration.
- As you proceed through your profile, please make sure to fill out **all** the 'required' fields.
  - In the 'Basic Information' section please click on 'Publish my full profile' (or 'Publish my basic profile') so that DP holders on find-a-pa.co.uk can see you.

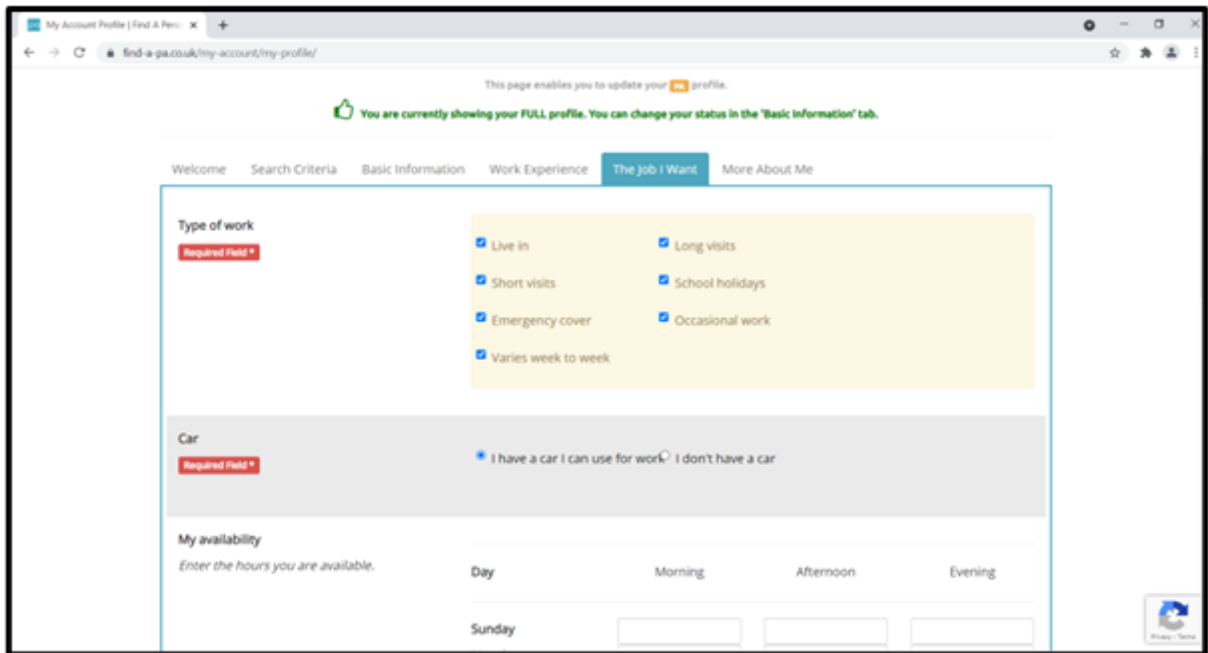


6. Within the 'Basic Information' section you will come to the 'Profile image' function where you can upload a photo. If you choose to include a photo on your profile then please upload a clear and professional looking photo, e.g. a photo of yourself from your shoulders and above.

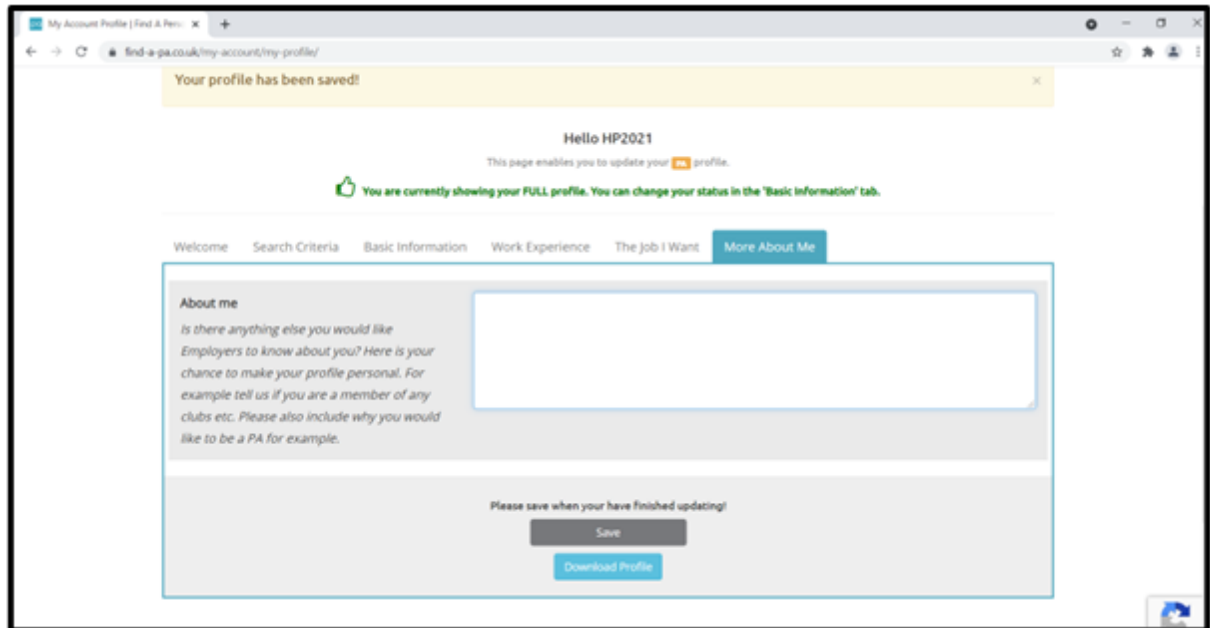




7. You can work for more than one employer / Direct Payment holder. It is also worth keeping in mind that employers always need cover for when their regular PA is away. You can fill in for other PAs who may be on holiday or on sick leave, which is a good way to earn more. Therefore, in 'The Job I Want' section please tick the boxes for 'Occasional work' and 'Emergency cover' so that other DP holders can see your availability for more hours of work.



8. When it comes to the 'More About Me' section please include information that will give DP holders an idea of the kind of person you are. Note, please do not include personal details such as your phone number or email address.



9. Ensure to **save and submit your profile** at the end.
  
10. When you are fully registered and on the website, you can go to the 'Find-a-pa Areas' tab on the top of the webpage, select 'Haringey', scroll down and select 'Preview employers in Haringey'; this will enable you to see DP holders / potential employers. If there is someone you would like to know more about then click on 'Read more'. If you would like to send them a message, scroll down on their profile to the bottom and use the 'Send a message function' to communicate with them.
  
11. When a DP holder views your profile and is interested in your abilities, they can send you a message through the website. Please respond through the website's 'message' function, which is at the very bottom of the DP holder's profile page and arrange your initial talk or interview through the site.

**Stay safe**



Do not post any personal details such as your home address or pictures of important documents. This can be shared where appropriate via the messaging function with the employer or during an interview.

### **Extra Tips and advice for find-a-pa**

To find a Direct Payment holder (employer) that fits your needs, here is some advice when using [find-a-pa.org](https://www.find-a-pa.org)

Make your profile:

- Put as much information as possible on your profile. The more information the more likely you are to find the perfect match.
- Try to be flexible with your working times
- Include a picture. Seeing the person behind the post means that employers are more likely to select you.



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## Where can I get more information?

**Disability Action Haringey** can be contacted regarding Personal Assistant support and connect you with employment opportunities.

Address: 33 Winkfield Road, Wood Green, N22 5RP

Email address: [info@d-a-h.org](mailto:info@d-a-h.org)

Telephone number: 0203 355 0071

If you would like to find out more about finding and recruiting a personal (care) assistant, please visit find-a-pa, a digital Personal (care) Assistants (PA) Platform. <https://www.find-a-pa.co.uk/haringey/haringey/>

If you are a carer and would like more information on receiving support, please contact **Haringey Carers First**.

Haringey Carers First.

<https://www.carersfirst.org.uk/haringey>

Phone: 0300 303 1555

Email: [hello@carersfirst.org.uk](mailto:hello@carersfirst.org.uk)

Address: Resource Hub, 1 Russell Road, Leyton, E10 7ES

### **Skills for Care:**

The Skills for Care website provides more information for Personal Assistants: [Personal assistant toolkit \(skillsforcare.org.uk\)](https://www.skillsforcare.org.uk)

This information is presented in a range of toolkits. If you are unable to access the Skills for Care website, you can call 0113 245 1716