



**Your Life
Your Choice**
care and support designed with you



Direct Payments

Personal Assistants

This fact sheet will help you if you are interested in working for someone who receives Direct Payments to fund their care package. Direct Payments provide the funding for individuals to arrange their own care package, therefore any employment is with the individual or their representatives directly. The Direct Payments Team provide ongoing support to these employers but do not have the employment responsibility.

Any current vacancies are advertised on the following websites:

- Find a Job – www.gov.uk/jobsearch
- Indeed – www.indeed.co.uk

To find available positions on both websites, in the 'What' search field you can search for 'support worker' or 'personal assistant' and in the 'Where' search field you can put your own postcode. A range of available positions will be shown, and some will say Direct Payments.

In most cases employers will accept CV's. These can be submitted electronically on Indeed or if the position is on Find a Job you can email your CV to directpayments@durham.gov.uk quoting the relevant job reference from the advertisement. Some adverts will state an application form is required. In these cases, you should make sure you take note of the reference number (usually three letters and 4 numbers) and email directpayments@durham.gov.uk quoting the reference number to request an application form. If you do not have access to email, please call 03000 268 200.

If you would like to advertise your availability to Direct payments employers, you can do this by visiting www.durhamlocate.org.uk/Information/PAs. You can then complete an online form with your personal details, availability and experience. Interested employers can then contact you to discuss available positions and arrange an interview.

We are also aware that payroll company Accountability, offer a similar list. To register for this list you can call 0191 492 1222 or email a cv to accability@accability.com. Please do remember, if you are no longer available for further work you should remove yourself from these registers.

If you have any issues with an employment, we would recommend you contact ACAS for legal advice. Their helpline number is 0300 123 1100 or they also provide online help via their website www.acas.org.uk.

For more information about being a personal assistant, visit www.durham.gov.uk/personalassistant.

For more information about Direct Payments, visit our website:

www.durham.gov.uk/directpayments

Please ask us if you would like this document summarised in another language or format:

Email: directpayment@durham.gov.uk Telephone: 0300 268 200