

Recruitment

Who, How and Where.

Finding the right member of staff – your own Personal Assistant - is very important and can make such a huge difference to your life.

DASL Direct Payments Team offers a comprehensive service around recruitment and we have developed a real expertise in this area to share with you.

The 3 Key areas that you will need to consider are:

- Who?

It is worth taking time to think about this, for example, – the type of person you feel comfortable with, skills and experience you are looking for, whether you want someone to work flexibly, or if you will have more set hours. Do you need to recruit or do you have someone in mind.

- How?

If you are going to recruit, the process takes time and planning – you need to advertise for a while and give people time to respond to the advertisements. Interviews need to be arranged and held, time has to be given to follow up references or CRB checks (Criminal Records Bureau).

But don't be daunted –

- We can advertise for you,
- Advise around developing person specifications, job descriptions, and develop applications forms
- Deal with all enquiries about the job
- Arrange the interviews,
- Support with the interviewing, either in you own home or in our offices

- Chase up references
- Assist in arranging start dates and ensuring you understand your responsibilities as an employer

Social Services will carry out the CRB checks on your behalf.

- Where?

The primary places we advertise are the South London Press and the Job Centre, and there are also some good websites that you can use. However, as long as the cost is reasonable, social services will pay through your Direct Payments to advertise in more specialised papers/magazines if it is important for you to recruit a more specific type of person.