Dear reader,

**Thank you for asking Shetland Community Connections to help you advertise your Personal Assistant role.**

Unfortunately, recruiting PAs is difficult right now due to a national shortage of carers, so we have to think creatively about how we will find the right support for you. Simply posting a text advert online is not enough in most cases.

In this pack, I have included some blank advert examples for you to fill in. We would encourage you to post these around your local area (in shops, halls, post offices etc) to potentially interest somebody closer to you who may not be looking in the places we post your advert.

We are also seeing more results/interest come from Facebook posts which include a picture and some more information about the individual looking for support. If you aren’t concerned about anonymity, it might be a good idea to post your own personal advert and include a picture of yourself and some information about you to try to encourage people’s interest. I have included an example of what you could post overleaf – customise it to be more personal to you. If you are uncomfortable with putting a photo of yourself, you can take a photo of your paper advert and post that. Your post does not have to be in the “Personal Assistants Network – Shetland Islands” page, you could try posting in the “Shetland Classifieds – Situations Vacant / Jobs” page too.

I have also included a list of example questions which you might want to look at when it comes to interviewing your applicants. You do not need to ask all of the questions on this list, you can choose 5 or 6 or you can make up your own.

If there is anything else we can help you with, please do not hesitate to get in touch with us.

This pack was sent to you by

**Shetland Community Connections**

**EXAMPLE** FACEBOOK POST

This is Zoe. She is 32 years old and loves animals! She is bubbly, enthusiastic and enjoys silly jokes. Zoe is looking for a PA to help her get out and about and support her with living independently.

Zoe enjoys going out for runs in the car, visiting cafes, watching cartoons and loves chatting to people. She really wants to go out to concerts and she would love to learn how to cook food for herself.

Zoe needs support 3 days a week, afternoons suit her best. For more information or if you think you could support Zoe please get in touch:

email\_address@email.com

01595 745091

Interview questions

*You only need to pick 5 or 6 questions or make up your own*

* Can you tell us a bit about your experiences and why you applied for this job?
* If you were out with me and someone persisted in ignoring me and spoke only to you, how would you deal with this?
* I will need to tell you how to do things in the way I want them done. How do you think you would cope with this?
* If we have a difference of opinion, how do you think you would deal with this?
* What skills, qualities or experience do you have that you think would make you a good
* What training would you be interested in? What training do you think might help you in your role of personal assistant
* Any Questions?
* Subject to references and PVG?
* Have you ever handled an emergency situation?
* What attracted you to this position?
* Describe a situation where you handled a difficult client?
* Why do you think you will be successful in this role?
* What groups of people have you worked with thus far in your position as care worker?
* Will you provide an example of how you coped with a stressful experience?
* Delivering personal support to your service user is required of care workers. How would you maintain their dignity and respect when doing so?
* As a care worker it is important to safeguard your service user. Tell me how you would evaluate the individual as being both safe and healthy. If you had a concern for the individual’s health or safety, what action would you take?
* Can you describe what you think a care worker does and what type of people or groups you might work with?
* Can you provide an example of how you’ve contributed to effective team working?
* Explain how your understanding of current legislation would inform your daily work
* Safeguarding is an important and topical issue. When going into someone’s home, how would you know they are safe and healthy? If you felt concerned, what would you do?
* What skills do you possess specifically that make you an excellent choice to work as a personal assistant?
* What would you do if you found your employer in a state of distress?
Has an adverse incident ever taken place? What did you do?
* Have you ever felt that you just want to up and leave because of the very high demands of this job?

  