

Why it is good to be the boss of your own personal assistant



EasyRead version



A personal assistant can help you to live on your own.

It is good to be the boss of your own personal assistant. It means they work for you. You can decide what you want them to do. You decide when they work. It gives you more choice.



If you are the boss you are called an **employer**. This can feel like a big task.

This **guide** tells you what you need to do if you become the boss.



You may be using a direct payment or you may be using your own money to pay them.

This guide will also help you if you are using a personal health budget to pay for a personal assistant.



We will tell you the legal and important things you need to know. We will give you ideas about how to be a good boss.



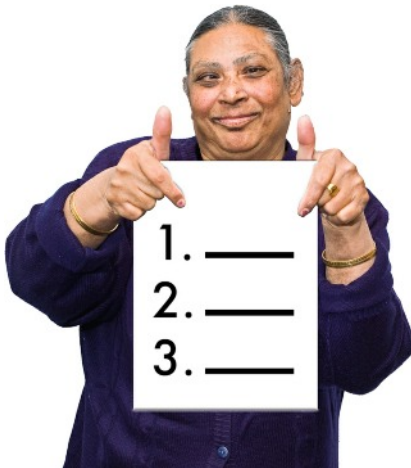
Here are some of the things you will need to start to think about:

- how to find your personal assistant



- what you want them to do

- how you pay them



- how to make sure they do what you want them to do

- what sort of training will be needed?



- how to deal with things if they go wrong

- what organisations can help you?



It may be good to talk to people who already employ their own personal assistant. This could help you decide if you want to do it.



There are many local groups who can help.



Go to:
www.skillsforcare.org.uk/localregisters



There is lots of extra information on our website:
www.skillsforcare.org.uk/iepahub



or email:
marketing@skillsforcare.org.uk

If you would like this toolkit in a different format please contact Skills for Care:

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Credits

This paper has been designed and produced for Skills for Care by the EasyRead service at Inspired Services Publishing Ltd.

Ref ISL 105/16. April 2016.

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