



**DISABILITY  
ACTION  
HARINGEY**

**Charity registration number 1191762**

## **Job Description**

Job Title:	Personal Care Assistant Recruitment & Engagement Coordinator
Responsible to:	Chief Executive
Salary:	£18,600 (FTE £28,000)
Pension:	4% contribution
Hours:	25 hours per week
Duration:	Fixed-term contract to 31 <sup>st</sup> of August 2025 with potential for a 1 year extension.
Based:	We are looking for the post-holder to be based at our offices in Haringey. Services may be delivered at different locations so some travel can be expected.
DBS check required:	Enhanced level of disclosure

## **Introduction**

We are a user-led, pan-disability organisation that works with D/deaf and disabled people to ensure they have choice and control over the support they require to be able to live independently in their community. The post-holder will be responsible for operating, maintaining and facilitating the use of a Personal Assistant (PA) platform. This platform will allow both direct payment holders and PA's to register their details onto a website. The purpose of the website is to match suitable PA's with direct payment holders.

## **Purpose of Post**

1. Promote and raise awareness of the role and employment opportunities of being a personal care assistant to the residents of Haringey.
2. To oversee the smooth operation of the PA register to meet the needs of direct payment holders and personal care assistants in Haringey.
3. Provide training sessions to raise awareness of the PA register to direct payment holders, stakeholders, Haringey residents interested in becoming a PA and voluntary organisations.
4. The post-holder will seek to raise the awareness and increase the membership of Disability Action Haringey (DAH) at all events they attend.
5. Lead responsibly for community engagement for Social Model of Disability in all aspects of their work and with the community.

## **Key Duties**

### **Support to direct payment holders who are considering using the PA register.**

1. Facilitate the smooth operation of the PA platform, addressing any issues with its use.
2. Monitor the online platform of both direct payment holders and PAs and when appropriate raise any safeguarding concerns.
3. Support direct payment holders with the recruitment process, including accessing applications, reference and DBS checks and interviewing PAs.
4. Develop links and professional relationships with social work teams to support a healthy level of referrals.
5. Develop a PA market by raising awareness of the PA roll to Haringey residents interested in becoming a PA, direct payment holders, stakeholders and voluntary organisations.
6. Assist the Independent Living Adviser with monthly peer support sessions for disabled

people interested in using the PA register.

7. Monitor placements at predetermined timescales
8. Manage and co-ordinate volunteers

**Providing support to individuals who are considering becoming a Personal Assistant for the first time as well as experienced Personal Assistants**

1. Provide information and advice on becoming a PA.
2. Ensure individuals understand the obligations and responsibilities of being a PA.
3. Facilitate monthly support sessions for individuals interested in becoming a PA.
4. Support individuals to make informed choices around employment they are seeking.

**Community Engagement**

1. Lead on engaging with key stakeholders, disabled people and the wider community to embed the Social Model of Disability in everyday life.
2. Engage with local groups, including faith groups and hard to reach disabled people to raise awareness of and increase the membership of Disability Action Haringey.

## **General**

The post-holder is expected to work in line with the DAH policies and procedures, including health and safety, confidentiality, safeguarding adults and children and equal opportunities and diversity. In carrying out their duties, the post-holder should endeavor to maximise the opportunity for disabled and older people to be independent and to create opportunities that enable them to reach their full potential.

It is necessary for all employees to be flexible, and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective services to individuals and to ensure the efficient running of the organisation. Evening and occasional weekendwork may be required for which Time Off in Lieu will be given in accordance with DAH current policies.

The post-holder will:

- Positively promote the work of DAH, including preparing publicity and promotional material;
- Be self-servicing and will maintain efficient files and records on the DAH database;
- Attend monthly staff meetings;
- Attend personal supervision and appraisal meetings;
- Attend and contribute to planning days and events as and when required;
- Undertake any training necessary to improve performance;
- Comply with all relevant legislation.

## **Special requirements:**

Ability to travel both within and outside the London Borough of Haringey

Some attendance at meetings and events outside of normal office hours may be required.

## Person Specification – Personal Care Assistant Recruitment & Engagement Co-Ordinator

Essential	Desirable
<b>Education, Vocational Training &amp; Qualifications</b>	
<p>Good standard of education – minimum GCSE Maths and English at grade C and above or equivalent</p>	<p>A Levels</p> <p>Educated to degree level</p>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Define yourself as a person with lived experience of disability</li> <li>• Previously delivered personal assistant support training and community engagement</li> <li>• Good understanding of the Social Model of Disability</li> <li>• Understanding the role of a personal assistant</li> <li>• Working with individuals with support needs</li> <li>• Experience of using a person-centred approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of recruiting volunteers.</li> </ul>

<ul style="list-style-type: none"> <li>• Proven experience of community engagement</li> </ul>	
<b>Knowledge and skills</b>	
<ul style="list-style-type: none"> <li>• Understanding of social care and Direct Payments legislation</li> <li>• Proficient IT skill with ability to use Office 365 and databases</li> <li>• Ability to think creatively and to come up with solutions.</li> <li>• Communication skills including interpersonal, written, presentational and spoken.</li> </ul>	<ul style="list-style-type: none"> <li>• Numerate and knowledge of budgeting.</li> <li>• Knowledge of employment law</li> <li>• Ability to support people to make informed choices</li> </ul>



- Ability to gather and assess information efficiently.
- Ability to work under pressure, in stressful situations and to tight deadlines.
- Flexible and able to work on own initiative and with minimum day to day supervision.