



**'Working together to achieve great results'**

## **Fact Sheet 1** **Becoming a Personal Assistant**

Are you interested in becoming a Personal Assistant and working with adults who are either elderly, disabled, having learning disabilities or mental health problems?

The Flame Lily is looking for candidates who are interested and committed to making a difference to these people's lives.

The role of a Personal Assistant is rewarding. At times it can be challenging but also offers you a great opportunity and chance to make a real difference to people's lives whilst enhancing your own.

Here at The Flame Lily, we are committed to assisting people to find the right staff to help them to achieve their personal goals and retain independence. This is why we put so much effort into finding and recruiting the right people, and supporting them in their ongoing career development.

### **Benefits of becoming a Personal Assistant through The Flame Lily -**

- Full support through the recruitment process, including references and CV's.
- Full mandatory and additional training available, including NVQ's.
- Ongoing employment support and advice.
- Assistance to process your CRB check.
- Full health screening and certification for work.
- Negotiation on your behalf to get good rates of pay.
- Support to cover your holiday breaks or any other time off as required.
- Regular supervision.
- If required, we will organise a payroll service for you.
- We will ensure you are suitably insured.
- Assistance to create your career portfolio.
- Work incentives and future benefits.
- Short and long term work options.
- Flexible working patterns.
- Opportunities for career development



**'Delivering personalised support'**

**'Working in a creative and person centred way'**

**'Developing practical solutions'**

The training package includes -

- Food safety and hygiene
- Health and Safety
- Infection Control
- Lone working
- Information Governance, Data Protection and the Caldicott Protocol
- Introduction to the Protection of Vulnerable Adults (POVA)
- Professional approach to abuse
- Safeguarding children & young people level 2
- Understanding types of abuse
- Understanding the effects of abuse
- Policies and procedures
- NVQ training

These are just a few of the courses that we have to offer. Please contact us for more details.

*We can also offer work placements for those with less experience or for those that are unsure about taking on a career in Social Care.*

### Take control of your career by becoming Self Employed:

If you would prefer to be a self employed Personal Assistant and to feel the benefits of flexible working options and having more control over how you develop as a professional, then working with The Flame Lily is the best option for you. You will receive the advice and support that you require, training options and access to regular work when you want it.

*Please call the Recruitment Team for more information.*



*For more information or to book an appointment, please call the Recruitment Team on 01902 583759.*

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