

A step by step guide to register as an Employer on KDC Connections

Register online with www.kdc-connections.org.uk (free resource) to view registered Personal Assistants (PA) profiles, or to advertise your vacancy.

Registering as an employer on KDC Connections

It is quick and easy to complete a registration on the KDC Connections site, this guide will take you through a step by step process of how to do this.

Firstly find the site at www.kdc-connections.org.uk on the home page **click** on the **Employers** register icon to start the process.



The screenshot shows the KDC Connections website homepage. At the top left is the KDC Connections logo. To the right of the logo are font size and color scheme options. Below the logo is a navigation menu with buttons for Home, Vacancies, PA Profiles, Employer Resources, PA Resources, and KDC. The main content area features the heading "Connecting You Together" and a welcome message. Below the message are three large buttons: "Employers" (circled in orange with an arrow pointing to it), "PAs", and "News Index". The "Employers" button has a "CLICK HERE TO REGISTER" label. To the right of the buttons is a "Your Account" section showing "Test2 is logged in" and a "Logout" link. Below that is an "Employer Options" section with links for "Edit Your Account", "Your Job Listings", "Post New Job", and "Browse PAs".

Register as an employer on KDC Connections (continued)

On the KDC connections Employers: Register page select and **enter** a memorable username and password in the boxes provided to create your website account.

Employers: Register

Account Details
You are required to complete this section to create your website account with KDC Connections.

Your username *

Password *

Confirm Password *

Email Address *

Employer Details
You are required to complete this section to create your employer profile.

Your Account

Username

Password

Remember Me

News Index

[> Training for PA's](#)

Confirm your chosen password and also enter your email address.

Once registered; your username and password will allow you to log into your account.

Next on the KDC connections “Employers: Register” page **enter** your name, address details and telephone numbers in the boxes provided whilst also **selecting** your “Local Area” from the drop down selection list. Your name and information will only be visible to registered users of the site.

The screenshot shows a registration form titled "Employer Details" with the instruction: "You are required to complete this section to create your employer profile." The form includes the following fields and elements:

- Employer Name * (text input)
- Local Area* (dropdown menu with "Please select" selected)
- Address * (text area)
- Postcode * (text input)
- Telephone * (text input)
- I agree to abide by the [terms and conditions of use](#)
- Anti-Spam * (reCAPTCHA widget showing "FOR SALE" and "Centro" text)
- Register (button)

Orange arrows point to the Employer Name field, the Local Area dropdown, the terms and conditions checkbox, and the reCAPTCHA image. A red oval highlights the reCAPTCHA image and the Register button.

Then **read** and **Select**, “I agree to abide by the [terms and conditions](#) of use.”

Next enter the words **shown** in the “Captcha” image and Click **Register**

Once registered and each time you log in you will have the “Employer Options” to either:

- Edit Your Account
- Post a New Job
- View Your Job Listings
- Browse PAs looking for work

Editing your profile

If you need to make any changes to your details.

Click the Employer Option “Edit Your Account” to edit your profile. The Employers: Edit Profile page allows you to change your previously registered details.

For example - this could include a new telephone number or email address.

Connecting You Together

Welcome to KDC Connections. We are a resource founded by Knowsley Disability Concern (KDC) to connect employers and Personal Assistants to fulfill outstanding vacancies. This is the primary resource in the Knowsley Area where Employers seeking Personal Assistants and Personal Assistants seeking work can connect.



Employers
CLICK HERE TO REGISTER





PAs
CLICK HERE TO REGISTER

A step by step guide to register as a Personal Assistant

The KDC Connections website is owned and administered by Knowsley Disability Concern. Once registered you are agreeing to the [terms and conditions](#).

Your Account

Test2 is logged in

> [Logout](#)

Employer Options

- > [Edit Your Account](#)
- > [Your Job Listings](#)
- > [Post New Job](#)
- > [Browse PAs](#)

News Index

> [Training for PA's](#)

Employers: Edit Profile

Account Details

Editing this section modifies your website account with KDC Connections.

Your username *

Leave passwords blank if you do not wish to change

Password

Confirm Password

Email Address *

Employer Details

Editing this section modifies your profile.

Employer Name *

Local Region *

Address *

Postcode *

Telephone *

Enter any other new details in the boxes provided and click ‘**Update Profile**’ at the bottom of the page once you have finished.

Posting a job advert

Click the Employer Option “Post New Job” to advertise a Personal Assistant position.



Employers: Job Post

Add Job Post
Editing this section allows you to add/edit job vacancies

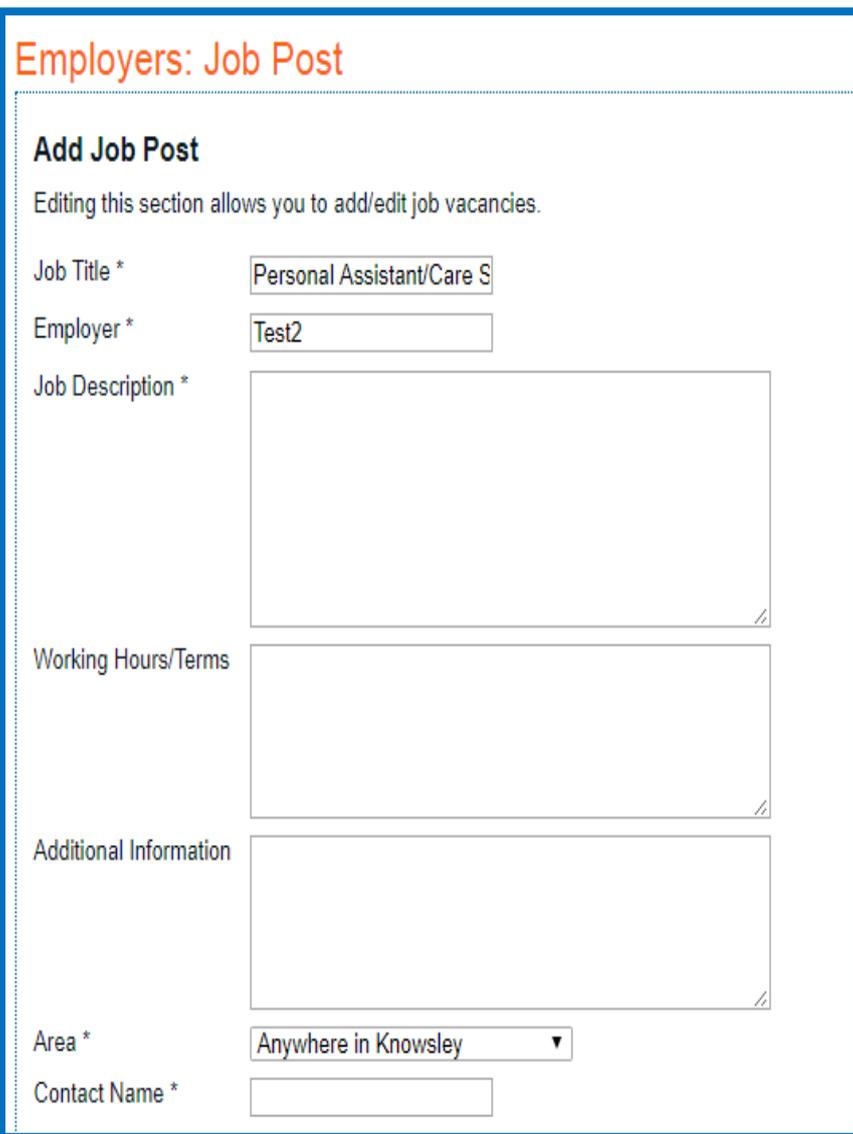
Job Title *

Employer *

Job Description *

Your Account
Test2 is logged in
> Logout

Employer Options
> Edit Your Account
> Your Job Listings
> **Post New Job**
> Browse PAs



Employers: Job Post

Add Job Post
Editing this section allows you to add/edit job vacancies.

Job Title *

Employer *

Job Description *

Working Hours/Terms

Additional Information

Area *

Contact Name *

Enter the job title and the employers name in the boxes provided.

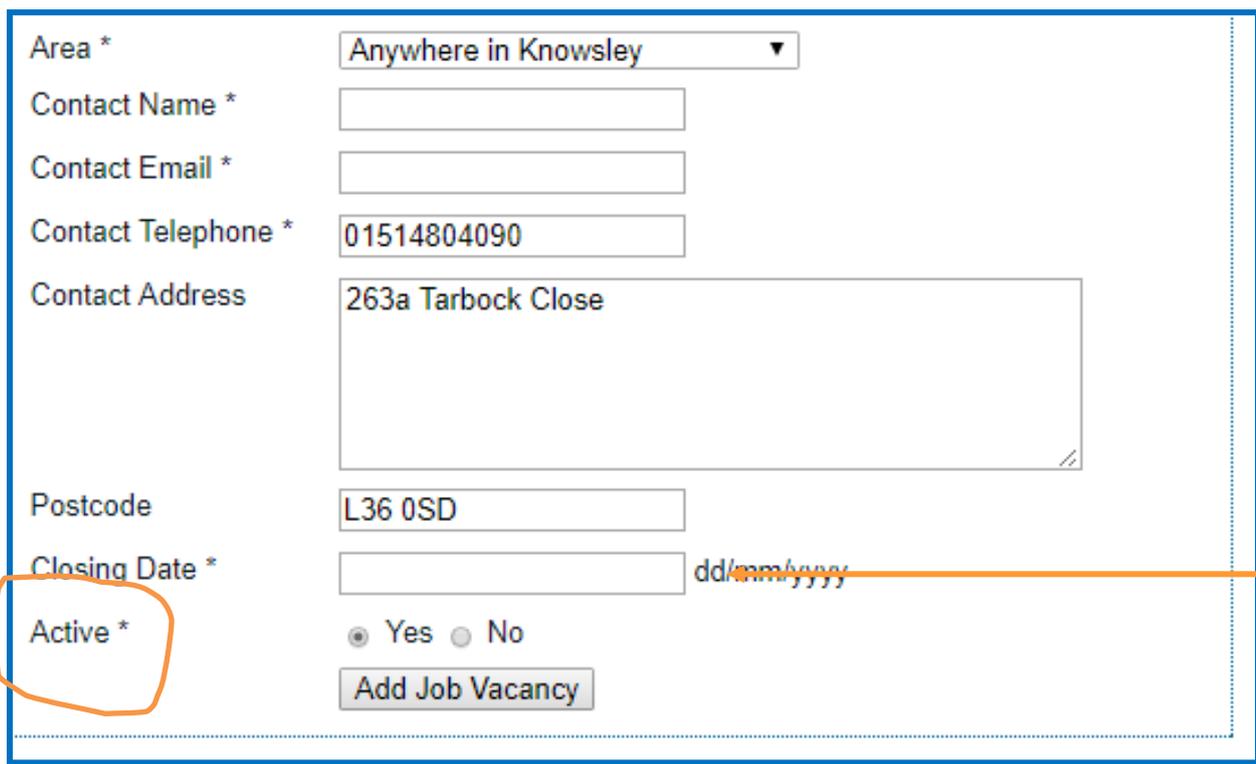
Enter a description of the duties you require your Personal Assistant/Care Support Worker to undertake as part of your agreed care and support plan. Be as thorough as possible with the descriptions.

Enter the working hours and the days to be worked, whether any hours cover sleep-ins or waking nights are required and the rate of pay (the NLW is £7.50 per hour)

The additional information section allows you to **enter** any further information you feel appropriate to your vacancy, for example: - Initial trial period, enhanced DBS check is required, non-smoker, clean driving license is preferable, required qualifications

Select your location area from the “Area” drop down list and **Enter** your Contact Name, Email Address and Contact telephone number in the boxes provided plus your Contact Address and Postcode.

In the **closing date box** enter a date by which time you wish to receive all applications for consideration. If you have not managed to find a suitable applicant you can edit this date to extend.



The screenshot shows a form with the following fields and values:

- Area *: Anywhere in Knowsley
- Contact Name *: [Empty]
- Contact Email *: [Empty]
- Contact Telephone *: 01514804090
- Contact Address: 263a Tarbock Close
- Postcode: L36 0SD
- Closing Date *: [Empty] dd/mm/yyyy
- Active *: Yes No

An orange box highlights the 'Closing Date' field, and another orange box highlights the 'Active' field. An arrow points from the 'Active' box to the text below.

Select the **Active** box and click on **Add Job Vacancy** to immediately advertise your vacancy on the KDC Connections website.

It is your responsibility to keep your advert relevant and up to date

Making changes to your job listing

Click the Employer Option **Your Job Listings** to edit or delete your current job details.



The screenshot shows the 'Job Listings' page. On the left, there is a table with the following data:

Title	Status	Closing Date	Delete
Personal Assistant/Care Support Worker	Active	31/08/2017	

On the right, there is a sidebar with the following sections:

- Your Account**
 - Test2 is logged in
 - [Logout](#)
- Employer Options**
 - [Edit Your Account](#)
 - [Your Job Listings](#)
 - [Post New Job](#)
 - [Browse PAs](#)

Orange arrows point from the text above to the 'Your Job Listings' link in the sidebar and the job title in the table.

Clicking on the job title will allow you the option to edit any section of your job details.

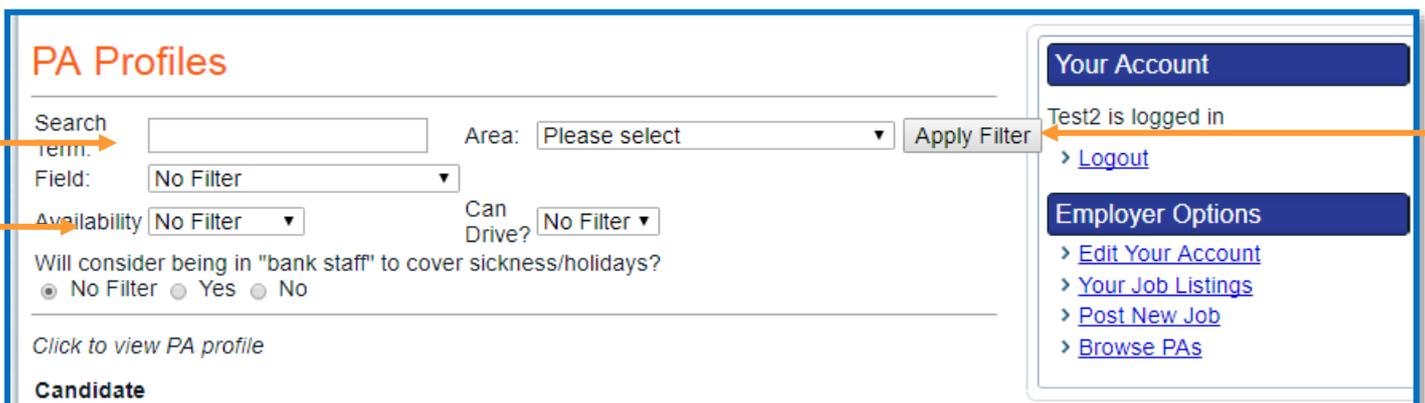
Searching for a PA

Click on **Browse PAs** to review possible candidates.



This screenshot is identical to the previous one, but an orange arrow points from the text above to the 'Browse PAs' link in the 'Employer Options' sidebar.

This section allows you to review each and every candidate individually or to sort possible candidates using any of the search boxes or a combination of the search boxes provided. Once you have entered your criteria don't forget to **apply filter**.



The screenshot shows the 'PA Profiles' search page. On the left, there are search filters:

- Search term:
- Area:
- Field:
- Availability:
- Can Drive?:
- Will consider being in "bank staff" to cover sickness/holidays?: No Filter Yes No

At the bottom left, there is a 'Candidate' section with a link: [Click to view PA profile](#). On the right, there is a sidebar with the following sections:

- Your Account**
 - Test2 is logged in
 - [Logout](#)
- Employer Options**
 - [Edit Your Account](#)
 - [Your Job Listings](#)
 - [Post New Job](#)
 - [Browse PAs](#)

Orange arrows point from the text above to the 'Search term' input, the 'Apply Filter' button, and the 'Browse PAs' link in the sidebar.

In the **Field box** you can filter candidates who have worked in certain areas of social care, for example - Autism or Mental Health.



To find out which candidates cover your local area make sure you select this in the **Area** box. You should then see a list of PAs in your local area that you can contact directly should you wish.

Please note that KDC does not have any control over the validity of the information of PAs contained on the site. If you notice something odd or out of date information then contact Johanne.ross@kdc.org.uk to report this.



Finally - always remember to click **log out** when you have finished.

Other information on KDC Connections

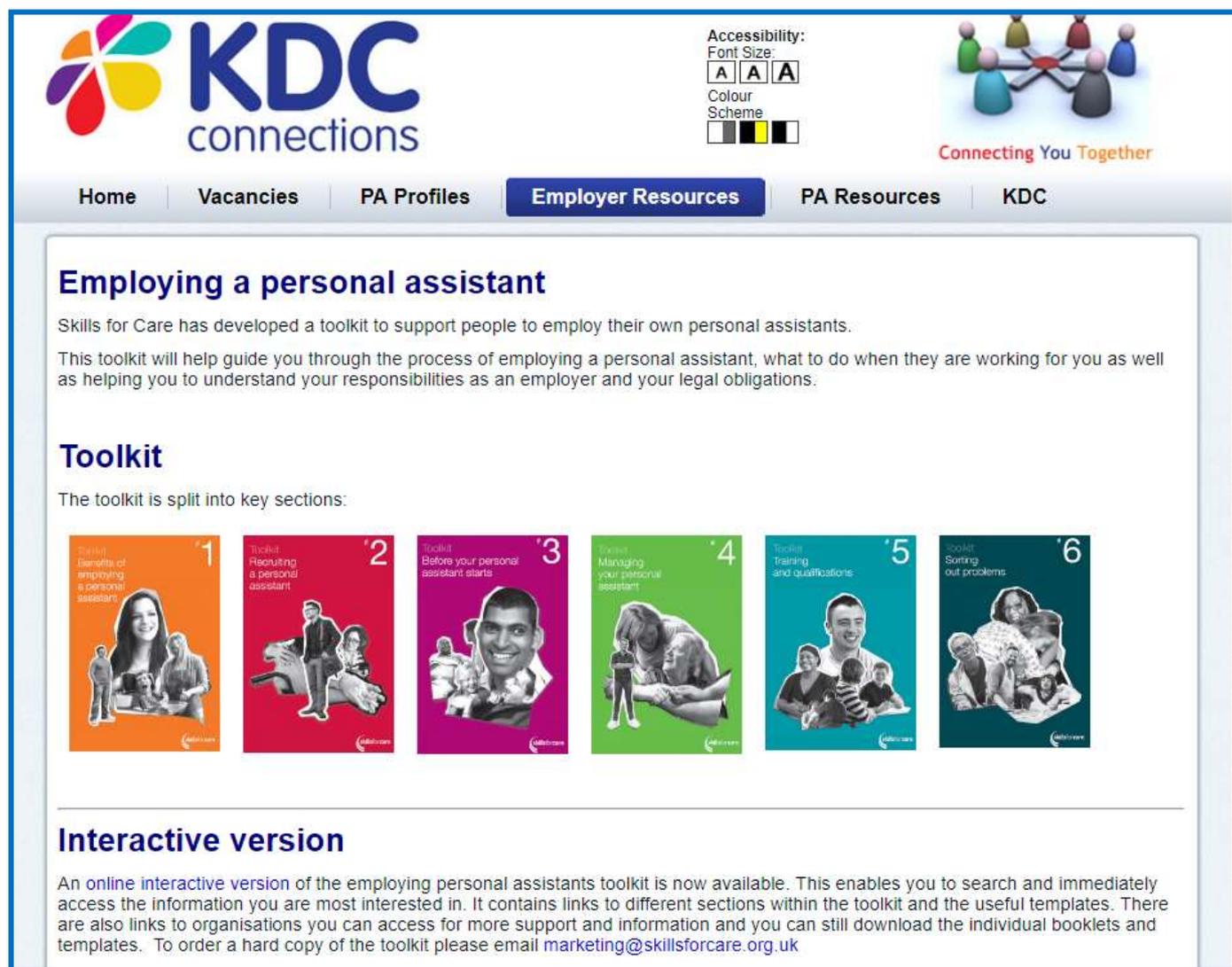
On the site you will find other useful information to help you when employing a PA.

If you click on the **Employer Resources** tab



You will find a useful toolkit produced by *Skills for Care*. The Toolkit consists of a set of booklets split into key sections about all aspects of employing a PA from start to finish.

You can also try the interactive version on the [Skills for Care website](#)



Employing a personal assistant

Skills for Care has developed a toolkit to support people to employ their own personal assistants.

This toolkit will help guide you through the process of employing a personal assistant, what to do when they are working for you as well as helping you to understand your responsibilities as an employer and your legal obligations.

Toolkit

The toolkit is split into key sections:

1. Toolkit: Benefits of employing a personal assistant
2. Toolkit: Recruiting a personal assistant
3. Toolkit: Before your personal assistant starts
4. Toolkit: Managing your personal assistant
5. Toolkit: Training and qualifications
6. Toolkit: Sorting out problems

Interactive version

An [online interactive version](#) of the employing personal assistants toolkit is now available. This enables you to search and immediately access the information you are most interested in. It contains links to different sections within the toolkit and the useful templates. There are also links to organisations you can access for more support and information and you can still download the individual booklets and templates. To order a hard copy of the toolkit please email marketing@skillsforcare.org.uk

On the same web page KDC have put together a set of sample documents to help you during recruitment processes and hiring your PA when you find the right person.

Templates

There are also templates available for some of the paperwork you will need, available within the main document and as adaptable word documents on this web page.

[sample-job-description-and-person-specification](#)
[sample-application-form](#)
[interview-checklist-and-sample-interview-questions](#)
[sample-letter-inviting-people-for-an-interview](#)
[sample-letter-telling-people-they-have-not-got-an-interview](#)
[sample-letter-asking-for-a-reference](#)
[sample-letter-offering-the-job](#)
[sample-letter-turning-down-an-applicant](#)
[sample-contract-of-employment](#)
[safety-in-the-home-checklist](#)
[sample-risk-assessment](#)
[sample-disciplinary-form](#)

and to help your role as an employer run as smooth as possible with as little worry as possible there is KDC's payroll service – **Your Payroll**

Whether you use direct payments or personal budgets, or if you pay for support or care yourself, **Your Payroll** will do all the work around paying your staff helping you to comply with your legal responsibilities.



Accessibility:
Font Size:
 A A A
Colour Scheme:

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yourpayroll@kdc.org.uk

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PAYROLL for Business

"A truly personalised and professional payroll service – minimum fuss and maximum peace of mind"

Proprietor, J W Homecare

PAYROLL FOR INDIVIDUAL EMPLOYERS



PAYROLL for Individual Employers

"Thanks for all your help, you've made it so much easier for me to concentrate on my daughter's care"

Debbi, from Kirkby