

WV DD Council
September, 2001

Personal Assistance Services

Workplace Personal Assistants (PAs) not only assist with the personal needs of Council members, they also assist members directly in performing essential Council member duties.

Following are some areas to consider and discuss with your PA. This is not intended to be an all inclusive list, but rather a starting point of areas you may need assistance with.

Do you need your Personal Assistant to help you with:	Yes	No
Grooming?		
Getting beverages/food?		
Eating/drinking?		
Toileting?		
Transportation?		
Dressing?		
Managing doors, elevators, personal items, etc.?		
Making phone calls?		
Voice interpretation?		
Taking notes in meetings?		
Keeping work space organized?		
Turning pages?		
Reading documents?		

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Workplace Etiquette for Personal Assistants

As the employer of your Personal Assistant (PA), it is important that you provide your assistant with information about how you expect him/her to perform the job. Even if you use the same PA for Council functions as you use in your home, your expectations for him/her in a "work" setting may be different. For example, would you have a different dress code for a work environment than you do for home?

You will want your PA to remain as much in the background as possible while still providing whatever level of support you need. Remember - you are the Council member appointed by the Governor. It is your viewpoint and expertise the Council wants and needs to hear. As hard as it may be to get used to, your PA needs to assist you in fulfilling your role, rather than trying to take on your role!

The following are some issues you may want to think about and then discuss with your PA prior to having him/her assist you in Council functions. This list is intended to be a starting point, you may think of other areas you need to cover.

Have you spoken with your PA about:	Yes	No
a dress code, if any?		
appropriate behavior at meetings? (i.e. interpreting what you say, not what they think?)		
not discussing personal things about you with others at the meeting?		
when it's okay to take a break?		
supporting you when needed and chatting with others at appropriate times? (i.e. breaks and meals)		
being reliable, punctual, loyal, and honest?		
confidentiality regarding Council business?		
addressing any problems with you, their employer, rather than others?		