

You Are the Employer:

A Guide to Hiring and Managing Personal Assistant Services



Module Two

The Hiring Process

YOU ARE THE EMPLOYER

A GUIDE TO HIRING AND MANAGING PERSONAL ASSISTANT SERVICES

Hiring personal assistants may seem overwhelming.

It does not have to be!

This guide was developed to provide you with the skills and resources you need to hire and manage your personal assistants.

Module 1: Identifying Your Needs and Wants

Module 2: Hiring a Personal Assistant

Module 3: Tax Considerations

Module 4: Employer Responsibilities

Module 5: Stress Management

Module 6: Communication Skills

Module 7: Additional Resources

This project is co-sponsored by the Medicaid Infrastructure grant (#11-P-91231) and the Community-Integrated Personal Assistance Services and Supports grant (#11-P-92005/1-01), funded by the Centers for Medicare and Medicaid. Implemented by the Connecticut Department on Social Services and the University of Connecticut A.J. Pappanikou Center for Excellence in Developmental Disabilities Education, Research, and Service.

With special thanks to the CPASS Training Committee and others who helped make this book possible including:

Therese Nadeau	Christine Gaynor	Andrew Bate	Armand Legault	Carrie Kramer
Patti Clay	Amy Carlander	Cathy Ludlum	Maggie Boyce	Mickey Verno

All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, except for individual use, without the permission in writing from the University of Connecticut A.J. Pappanikou Center for Excellence in Developmental Disabilities Education, Research, and Service, 263 Farmington Avenue MC 6222, Farmington, Connecticut, 06030.

This guide can be made available in alternate formats upon request.
Address specific requests to: the University Center for Excellence in Developmental Disabilities at
1.860.679.1500 (v) or 860.679.1502 (TTY)

TABLE OF CONTENTS

LEARNING OBJECTIVES	4
SECTION 1: INTRODUCTION	5
SECTION 2: DOCUMENTATION	5
SECTION 3: RECRUITMENT	9
SECTION 4: SCREENING & INTERVIEWING	12
SECTION 5: MAKING A DECISION	15
SECTION 6: ORIENTATION	18
SECTION 7: BACK UP PLANNING	21
SECTION 8: HIRING A LIVE-IN ASSISTANT	23
REVIEW	25
DEFINITIONS	26
SAMPLE DOCUMENTS	28

LEARNING OBJECTIVES

AFTER COMPLETING MODULE 2, YOU WILL:

- **➤ List the documents that are important during the hiring process.**
- **➤ Describe at least three options for recruiting personal assistants.**
- **➤ Complete an employee recruit plan based on your individual preferences.**
- **➤ List at least five questions that are important for you to have an answer to during the interview process.**
- **➤ List at least two documents that can help you to make decisions about who to hire.**
- **➤ Explain three things that are important when orientating your new employee.**

SECTION 1:

INTRODUCTION

Hiring personal assistants brings people into your life to assist you with tasks you cannot perform yourself. There are several different ways you can go about finding someone to be a personal assistant based on your needs, interests, and personality. This module will provide you with some ideas and sample documents to help you through the process. The hiring process is a critical step to finding the right person to meet your needs. The hiring process includes documentation, recruitment, interviewing, making a decision, and orienting your new employee.

SECTION 2:

DOCUMENTATION

DEVELOPING A JOB DESCRIPTION

A job description clarifies the expectations of each position. Some employers may develop job descriptions based on the various times of day they hire an assistant to work (e.g. morning PA or evening PA). Other employers may develop one job description that incorporates all of their support needs. Either way, the more detailed you are, the better. If the responsibilities are clear from the beginning, it will help to avoid problems with assistants down the road.

At the end of this module you will find sample job descriptions. Look them over to see if you can find one that meets your needs. You can use one of the formats for your job description or you can develop your own. There is also a job description worksheet to help you create a job description. As you develop your job description, ask for suggestions from people who are familiar with your support needs.



A Sample Job Description

Summary of Work - A summary of work is a general description of the position.

Qualifications - To determine what qualifications your personal assistant will need, ask yourself: what am I looking for in a personal assistant? This may include physical requirements (e.g. ability to lift), general traits of a good employee (e.g. dependability), any certification or experience requirements, and any other areas that need to be a part of the position (e.g. a driver's license). These qualifications will be based on your own preferences. For example, some employers may prefer hiring someone with previous experience as a personal assistant or as a certified nursing assistant; at the same time, other employers may prefer to hire someone new to the field and teach them.

Responsibilities or Duties - The more detailed you are with the responsibilities and duties, the less likely you are to have confusion regarding this area after a person is hired. For example, do not just include general categories like "morning care," break down what it entails (e.g. taking a shower and assistance with washing body, assistance with washing and styling hair, assistance with toileting, assistance with transferring using a lift, assistance with other grooming needs, assistance with getting dressed, preparing breakfast, and providing care for pets).

Schedule - Make sure the schedule is clear regarding what days and hours the assistant will be working. Also, list whether or not the person will be required to provide fill-in or back-up support if needed.

Salary - Provide information regarding the hourly rate or compensation. Make sure to list additional benefits as well (e.g. free rent, holiday pay, days off).

THE JOB APPLICATION

The job application discussed in this section is based more on the individual information you are seeking to help you in making a decision about who is best for the position. If you participate in a program, such as the Personal Care Assistance Waiver, there are forms that also need to be completed when you hire a new assistant. A completed job application documents important information about the applicant. This information forms the basis of a permanent file.

Some of the information the job application includes:

Applicant's full name and permanent address. This will provide you with information you need for payroll and tax purposes.

Applicant's Social Security number and driver's license number. This information will enable you to do a criminal background check. You may also want to check driving records if the job involves assisting with driving. To obtain this information, do the following:

Contact your county's Criminal Records Division (a fee may be involved). You can also conduct background checks on the Internet. One website that you may find helpful is: www.ecrimecheck.com. If you are on some of the Waiver Programs, a basic background check is conducted for every personal assistant paid for by the Waiver.

Contact the Department of Motor Vehicles for driving record information. A release of information will most likely be required (there may be a fee for the information).

Applicants job and personal references. It is recommended that you ask them to include at least two job references and a personal reference. It is also important to have applicants sign a release stating it is okay for you to call their references.

Employment history. This will give you an idea of what skills and experience a person has, and help to identify any gaps in employment. This area can also serve as a discussion topic during an interview. This can include a clause on the job application, or it may be a separate form. Samples are located at the end of this module.

The job application not only provides you with the information you need for personnel files, but it also serves a number of other functions, such as:

It helps you to determine a person's level of literacy skills if reading and writing is important for the position you are looking to fill.

It shows you how well the applicant follows directions.

It shows the applicant how important the information is, and represents a level of professionalism for the position being applied for.

The job application should be completed by the applicant at the beginning of the interview, or it can be mailed out prior to the interview along with a job description. When creating your job application, make sure to include the suggested sections as well as any additional sections that you think will be helpful to have in the applicant's permanent file.

THE CONTRACT

Having a contract is extremely important, especially when you are an employer who is new to the hiring process. As much as you hope your employee will conduct the tasks you discussed in the interview, clarification of roles and responsibilities is often needed at some point. It is beneficial both at the beginning of employment and as a review or disciplinary tool as needed.

It is advisable to discuss the contract with the applicant in the first interview. This provides a clear understanding of the expectations and requirements for the position, and will help you and the applicant decide whether he or she is a good match for the job.

The contract should include the name of the employer and the employee, and should be signed and dated by both people stating they agree to the terms of the agreement. It is important that the contract include whatever is specific to your own needs and that of the position. A sample contract can be found at the end of this module.

SECTION 3:

RECRUITMENT

Before you start recruiting, you have to have a clear understanding of what qualities you are looking for in a personal assistant, including what qualities are negotiable and what are not. Maybe you need to find someone who is honest and dependable and these qualities are nonnegotiable; at the same time, you would like to find someone who has a good sense of humor, but this quality is negotiable. It's completely up to you. Keep in mind that what you are looking for will probably change over time.

ADVERTISING THE POSITION

Finding people interested in the position can be challenging, but using a variety of advertisements will greatly increase your chances of finding the right person. Here are some examples of ways you can recruit potential personal assistants. Don't limit the possibilities! Be creative and develop an ad that is eye catching and that encourages people who see it to call for more information.

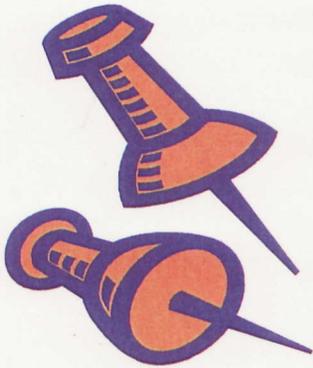




Newspaper Ads

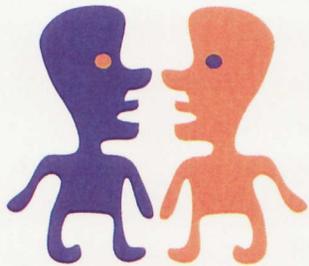
Many people place ads in their local newspaper because large newspapers are more costly. If you advertise in your town paper, you have a better chance of finding people who live closer to you. Find the town papers and weekly free papers, and look into advertising in these first.

Bulletin Boards



Posting a flyer that lists the requirements for the position on a bulletin board is a great way to recruit people. It is also helpful if you are looking to recruit people in a specific location (e.g. your community). Flyers placed in your community will help you locate people that live nearby, which will prove helpful in bad weather or if you have an emergency. Make sure the ad stands out. It is also a good idea to have slips at the bottom with your phone number for people to tear off and take with them. This way someone will not take the entire ad. Some places that may have bulletin boards for posting flyers include: college campus centers, places of worship, community and recreation centers, youth centers, senior centers, fitness centers, and grocery stores.

Word of Mouth



Word of mouth is often the best recruitment tool because people who know you are more familiar with your needs and personality. Give flyers to anyone and everyone that can help to spread the word that you are looking for someone to hire. It is especially helpful for people who have contact with a lot of people on a regular basis. It is also helpful to spread the word to other people who hire personal assistants. Sometimes their personal assistants may be looking for a few extra hours and would be interested in working for both of you. The more you spread the word, the more likely you will be to find the right person.

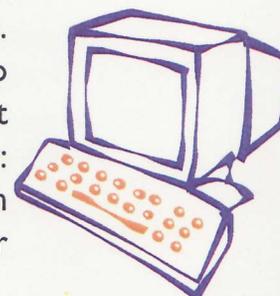
Department of Labor

The Department of Labor offers a variety of services to people who are seeking jobs in their communities. There are job centers in various areas throughout the state. It is also a good idea to register as an employer on the Job Bank website and to post a position opening. There is even a web link to a site specifically for health jobs. For further information in Connecticut, contact the local CT Works office in your area or go to the Connecticut Department of Labor website: <http://www.ctdol.state.ct.us>.



Internet Registries

More and more people are discovering the internet as a tool for recruiting personal assistants. There are many benefits to this method. It provides an opportunity for people with disabilities to advertise independently because they do not have to copy, post and mail out flyers and ads. More attention is also being paid to the internet as a recruitment process for personal assistants. Registries are being developed specifically for people who want to work as direct care workers or personal assistants. Connecticut and several other states, for example, use the following registry: <http://www.rewardingwork.org>. To register as an employer with Rewarding Work, follow the instructions on the website or request a booklet that explains the process in more detail.



As you see in this section, there are many ways to recruit the right person. Don't limit yourself to one method, and use your creativity to design an eye catching ad or flyer. If your creative juices aren't flowing, you can always find an ad or flyer you like and modify it with your information. At the beginning, the process may seem overwhelming (especially as you receive many phone calls requesting further information), but don't worry; take it one step at a time. Never hire anyone out of desperation because this often leads to more work down the road.

SECTION 4:

SCREENING & INTERVIEWING

SCREENING APPLICANTS

Talking to people over the phone is your first opportunity to screen potential assistants. It can help you and the applicant determine whether there is enough interest to schedule an interview. You can also learn more about the person, which will help you determine if he or she can meet your wants and needs. A list of sample screening questions is located at the end of this module. Ask the questions that are appropriate to your needs, and add questions based on your needs and preferences. You may wish to ask someone who knows you well to support you with screening people and setting up interviews. This is a good idea if you are new to the process, or are not able to talk easily over the phone. In addition, keep the following suggestions in mind:

Listen to What Applicants Say on the Phone

The more conversation you have with applicants on the phone, the more you will learn, which will help you determine if you are interested in interviewing him or her. Listening is often the best technique to learning about his or her personality, as well as issues that may impact their ability to do the job. Ask about the person's interests, previous experience and any other topics that are important to you.

Wait to Schedule an Interview

You may feel the urgency to set up interviews, after all the more you have the better, right? Wrong! Ask questions and encourage applicants to also ask you questions. Pay attention to what questions they ask. Be concerned if their first priorities are how much time off they will have or how much the job pays. Only interview people you feel comfortable with over the phone, and who meet the qualifications you have set for the position. Sometimes it is best to wait a day or two to reflect and then call people back to schedule the interview.

➤ Explain Your Needs Clearly

Provide detailed information about the responsibilities of the position, and a little information about your disability and support needs. Make sure the caller understands the level of needs you have before proceeding.

➤ Provide General Information About the Position.

It is important to be up-front about the rate of pay, time off and other factors that are important to you. For example, ask how they feel about dogs or cats you have living in your home.

➤ Persistence Pays Off

The number of people that call for information about the position does not necessarily mean you will have immediate success in hiring an assistant. When you call back to schedule an interview, first ask if the person is still interested. If he or she is, then schedule an interview. Applicants may change their mind about a position after an interview is scheduled or another opportunity may open for them, so make sure to ask them to call if they are not coming to the interview. Keep in mind that as many as half of the interviews you set up may be “no shows.” Do not get discouraged! This is common. Just keep working at it until you feel comfortable with the people you have talked with and interviewed.

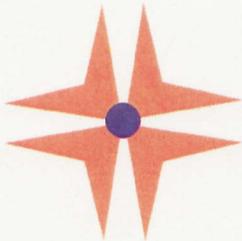
Tip:

Many people looking to hire personal assistants for the first time experience difficulty in finding the right person for the job. This can happen because individuals hire people too quickly, or advertise inefficiently. The phrase “If at first you don’t succeed try, try again!” is important for people new to hiring personal assistants. Many people find that with time and experience, hiring employees gets easier.

INTERVIEWING APPLICANTS

Along with asking questions and talking in detail about the position, there are important pieces of information that you can gather during the interview. Some observations you may want to make on the day of the interview include:

- ➤ **Was the applicant on time?**
- ➤ **Was the applicant appropriately dressed and groomed?**
- ➤ **How did the applicant first approach you?**
- ➤ **Did the applicant seem interested in your description of your interests and needs?**
- ➤ **Were there any red flags?**



Being prepared for the interview will enable you to learn what you want to know about the applicant. This will help you to hire the right person. Some sample interview questions are provided at the end of this module. Use the questions that work best for you, and create your own. Remember, as much as you may want to hire someone, never make an offer at the interview! Tell an applicant you will call in a few days after you have finished with all of your interviews. Check references and other information (e.g. background check) that will assist you in making a final decision, and only then offer the position to the applicant you want to hire. Don't rush. This person will play an important role in your life, so you want to make a well informed decision.

SECTION 5:

MAKING A DECISION

VERIFYING INFORMATION

Pull together all of the information you have on each applicant. Review the information and think about the observations you made during the interviews. Take your time and carefully narrow down your choices. Once you have decided who you want to hire, you need to verify his or her information.

Check References

Checking references provides essential information to help you make the decision to hire someone. This is why it is important for you ask for personal and professional references on the employment application. Some people feel more comfortable with a written reference form, while others prefer providing information over the phone. Samples questions for both personal and employment references are located at the end of this module. Regardless of the process you decide to use, always call references.



Remember, it is also helpful to contact references from other states. Do not limit the calls you make to your local area. If an applicant has experience as a personal assistant, request references from previous employers to help you determine their ability to provide you with the support you need.

Background Checks

Background checks can reveal a criminal record and if the applicant was honest about his or her past. If you were told there was no criminal record and the background check shows something different, you may want to view this as a red flag. You need to feel comfortable with the person you hire, and only you can make this decision. Depending upon the funding source, you may be required to complete a background check before hiring an applicant. If it is not a requirement, some people still choose to complete a background check.

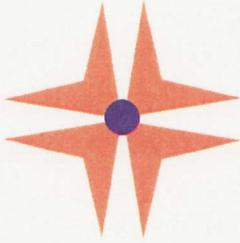
Driving Records

Some funding sources may require you to check driving records, particularly if the person you are hiring is going to provide support with transportation. You can contact the Department of Motor Vehicles to obtain this information. This may also be needed for insurance purposes if the personal assistant will be driving your vehicle.

MAKING A DECISION

It is unlikely you will find the perfect assistant, but you also should not hire someone you are uncomfortable with. If you are still unsure about your decision, ask for another opinion. You can even conduct a second interview with the applicant with someone present who is familiar with your support needs. Regardless of whether you have someone else assist you with the decision, some things to keep in mind in making a final choice include the following:

-  **What did the references say? If there were attendance problems, you may want to reconsider hiring someone who has not been dependable in the past.**
-  **Other important qualities to consider are honesty, reliability, and compatibility.**
-  **If the person will be driving, it is important he or she have a good driving record for safety and insurance purposes.**
-  **Why did the person leave their previous employment?**
-  **Are your lifestyles compatible enough to work well together?**
-  **Finally, trust your instincts!**



Sometimes an applicant may not completely meet your needs, but may be a good back-up assistant. The more back-up support you have, the better. Once you make a final decision, some employers prefer to just call the applicant with the offer; others call the applicant and send a follow-up letter formally offering the position. If you decide to send a letter, there is a sample at the end of this module, which you can modify according to your own needs. Once the applicant agrees to the offer, make sure you have all the necessary paperwork completed.

Tip:

When you call the applicant's references, be sure to explain why you are calling and the type of work for which the applicant is applying. State that the information they provide will be kept confidential.



SECTION 6

ORIENTATION

The orientation process is where you provide your new personal assistant with a clear explanation of the expectations of the position. Everyone is different, so therefore, it is important that you teach your new assistant about your needs and wants. Even if someone has worked as a personal assistant, this does not mean he or she knows what your needs are. The Needs Assessment you completed at the beginning will help you explain your needs. Remember that as an employer, you are taking on the responsibilities of a supervisor, which include providing feedback, giving guidance, and being patient throughout the process.

UNDERSTAND YOUR ASSISTANT'S LEARNING STYLE

Keep in mind that most routines are not learned overnight. Be patient and remember to give your new assistant constructive feedback about how they are doing. For instance, give praise when something is completed correctly. When your new employee does something incorrectly, remind him or her of the way you would like it to be done.

Everyone learns differently. Some people learn best when they hear information (auditory learners), some when they see information (visual learners), and others when they are using a hands-on-approach (tactile / kinesthetic learners). Find out how your employee learns best and use this method as much as possible. For example, if you employee is a visual learner, ask someone familiar with your routine to assist you in training by showing the new assistant the most efficient and most comfortable way to complete tasks. Have something in writing for him or her to review may also help.

DEVELOP TASK CHECKLISTS

At the beginning of the training process, develop checklists of the tasks the assistant will need to perform. Use the Needs Assessment in Module I as a basis for developing a training checklist. Once the tasks become clear and are more routine, a checklist may no longer be required. However, sometimes checklists help assistants stay on task and prevent them from skipping important tasks in the routine. This is an individual decision you will have to make depending upon your assistant. A checklist may also be helpful when communication is difficult.

KNOW YOUR FUNDING SOURCE TRAINING REQUIREMENTS

In some cases, specific training like CPR may be required for an assistant to begin working with you. Make sure that you know what these requirements are from your funding source. Otherwise there is a chance your assistants may not be paid for work completed before the training occurs.

DISCUSS EMERGENCY PLANS

A sample emergency form can be found at the end of this module. This should include who to contact in an emergency, what kind of medications you are taking, what you are allergic to, and information that is important and relevant to your disability. It is a good idea to post this information somewhere that your personal assistant can access easily. You may also want to carry some of this information in a wallet or purse in case you experience an emergency when you are away from home. It is also helpful to complete a Vial of Life, which is information a responder will need in an emergency. This should include disability specific needs like adaptive equipment, supports needed and medications. For more information about emergency preparedness, go to www.uconnuccedd.org.

ASK ASSISTANTS TO PROVIDE EMERGENCY CONTACT INFORMATION

Have each of your assistants complete an emergency contact form. It's helpful to have this information in case there is an emergency that occurs with one of your assistants. A sample emergency contact form for your assistants can be found at the end of the module.

SHOW WHERE SUPPLIES ARE KEPT

Make sure your assistants are familiar with where things are located in your home. Ask them to tell you when supplies are getting low or if something needs to be replaced or repaired.

MAKE SURE ASSISTANTS CAN HANDLE EQUIPMENT

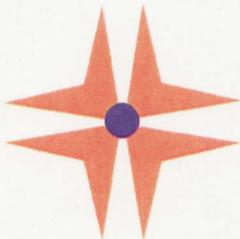
- **Your assistants should be familiar with and comfortable handling all of your medical equipment (e.g. lift system or wheelchair). This is important to your safety and well being.**
- **Clearly explain how household appliances (e.g. washer / dryer) work.**

SHARE YOUR LIKES AND DISLIKES.

The extra time you take in making your expectations clear and listening to the needs of your personal assistants will lessen the possibility of problems in your relationship as employer and employee.

COMMUNICATE CLEARLY

Remember to communicate clearly from the beginning with your assistants. Good communication involves giving praise when assistants do a good job, or asking them to do something differently when your needs are not being met. This is extremely important in keeping good employees on your staff. Encourage your assistants to ask questions or to provide feedback to you as well.



You should now feel comfortable with your new assistants, and they should also feel comfortable with you. Communication and adequate supervision is important to maintaining a positive relationship and work environment. Future modules will discuss this in more detail.

SECTION 7:

BACK UP PLANNING

SUPPORTING YOUR ASSISTANT

It is important to not overwhelm your regular assistants. This can lead to turnover or absences from work. Keep in mind that good supervision and management skills are essential to the happiness, productivity, and longevity of staff. Support is necessary for everyone involved, and neither side should take advantage of this on a regular basis.

DESIGNING A BACK-UP PLAN

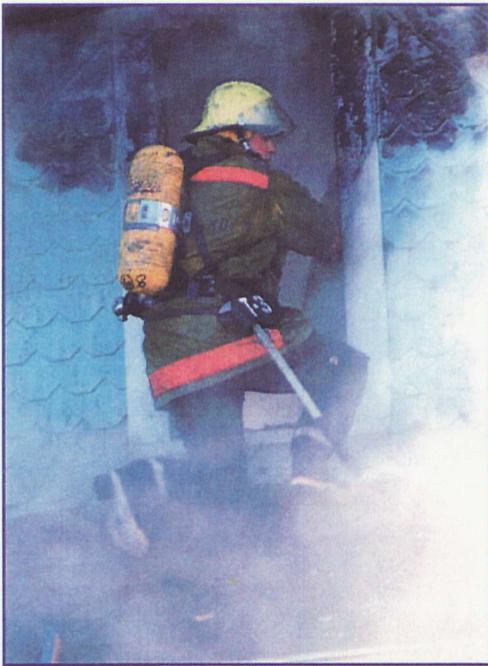
It is important that you do not hire someone without having a plan for what you will do if he or she is unable to come into work. In addition, some funding sources have a maximum number of hours per week that personal assistants are able to work for an individual. Therefore, it is necessary to have a back-up plan, which includes people who can fill in when you need support.

Back-up plans are individualized, so they will look different for each person. Factors that influence back-up plans include how many assistants you have and your level of support needs. When designing your back-up plan, look at all of your resources. This may be a good time to tap into natural supports from family and friends or you may want to hire someone specifically for back-up.

Having a good back-up plan will help to avoid serious issues when there is a change in your normal routine. Emergencies can occur and it is important that you think ahead about how to handle them. Being flexible in how you plan a schedule is also important for you physically, as well as emotionally. Worrying about it is not enough; take action to solve the situation and ask for support if it is too difficult to do this on your own. This will help you to lower the anxiety you experience when you have a change in plans. Hopefully you do not have to use your back-up plan often. If an assistant is cancelling hours frequently, you need to address this with him or her directly.

PLANNING SUPPORT FOR EMERGENCIES

There may be times when you need someone to assist you outside of your regular schedule. It's not always possible to plan for every situation, but having an idea of what you can do in an emergency is important. It is helpful to provide emergency information to your assistants so they know what to do or who to call in an emergency. In addition, many people rely on family and/or friends to assist them during an urgent situation. Neighbors can also be a good resource if you need immediate assistance and if they are familiar with your needs. The more you design a plan to meet your needs, the better support you will have.



SECTION 8:

HIRING A LIVE-IN ASSISTANT

Hiring someone to live in your home and to provide you with the support you need is different from living with family or friends and requires additional planning. Giving someone you do not know access to your home may cause you anxiety, but hiring a live-in assistant whom you provide free rent in exchange for certain supports can be a good solution. This may be true for people who require assistance during the night or with support that is not covered by their funding source.

RECRUIT A LIVE-IN ASSISTANT

Much of the recruitment information provided previously also applies to the recruitment process for a live-in assistant. In addition, consider placing a classified ad under “Roommate Wanted” or “Apartment for Rent” sections instead of the “Help Wanted” section. This will help you to locate people that are looking to move anyway. If you live near a college, you may want to advertise on bulletin boards since students are often looking for affordable housing opportunities. Remember to be creative and try to think about other ways to attract people to call about your position. When people do call, make sure you screen each caller before setting up an interview.

INTERVIEW A LIVE-IN ASSISTANT

To interview a live-in-assistant, use the same process previously outlined for hiring new employees. You will want to spend even more time discussing interests and hobbies, expectations of a roommate, each other’s lifestyles, and getting an idea of the applicant’s personality. That way you can hire someone that fits with your personality and lifestyle. Some sample interview questions and rating scales can be found at the end of this module. You can also refer back to other sample documents previously discussed in other sections of this module.

DEVELOP A CONTRACT

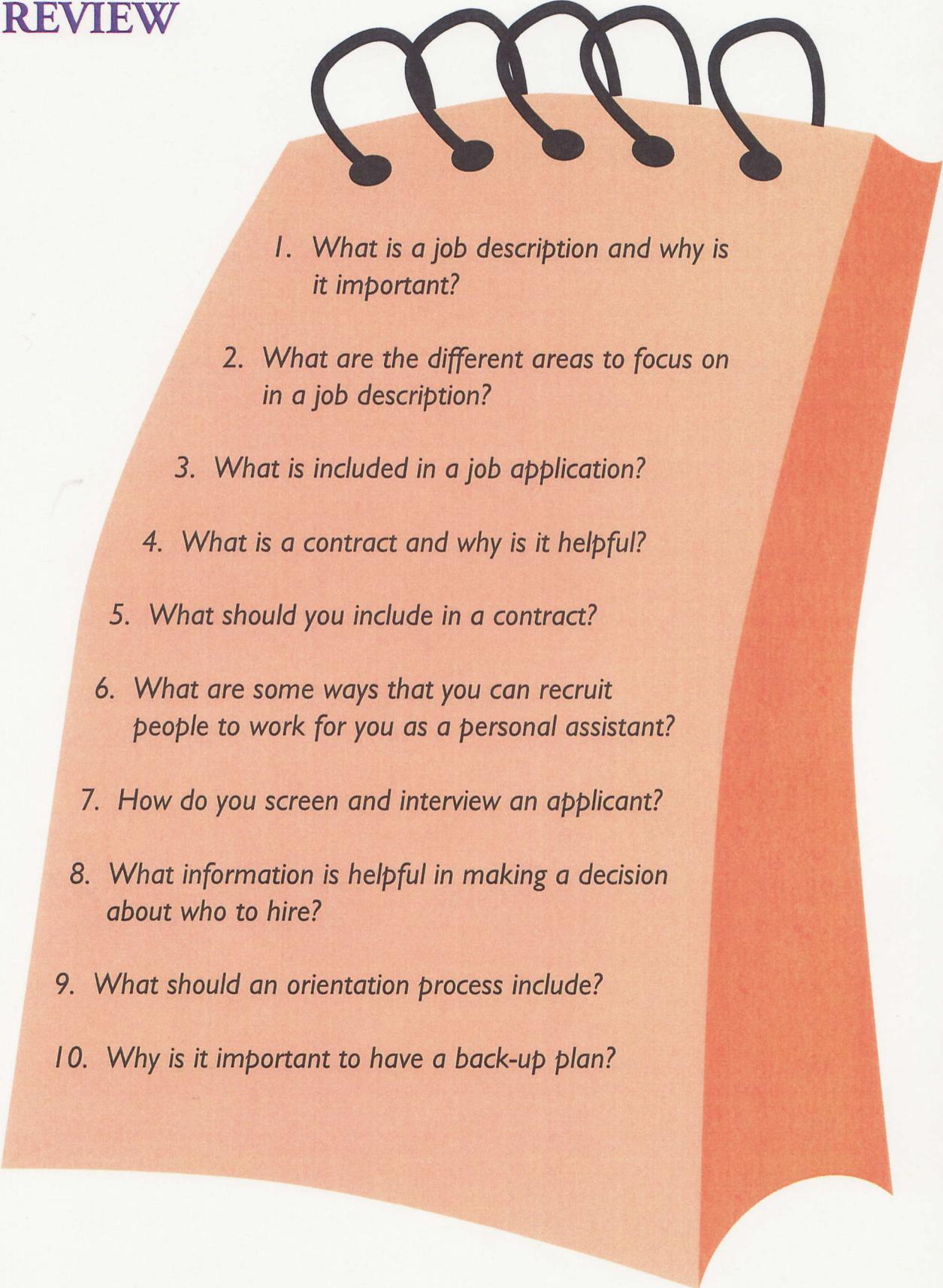
In addition to a verbal discussion, it is important to document your expectations for a live-in assistant. This not only includes the type of support you need him or her to provide in exchange for free rent, but also household expectations, guest policies, use of appliances and employment expectations.

Here are some topics you may want to include in your contract:

1. Expectations of personal assistance responsibilities. Be specific. You may want to refer back to the job description and needs assessment to help you create this portion of the contract.
2. List salary and any paid time off he or she may receive. You may also want to state that he or she is paid hourly for the hours worked for someone else. However, if someone needs to work for the live-in assistant, there is typically no paid time off.
3. Cleaning up after he or she uses the kitchen, and keeping their room clean.
4. Responsibility for personal property and any damages made.
5. What is "allowable" in his or her room (e.g. decorating, painting, hanging objects)?
6. What expectations are there for mail, phone use, television use and computer use?
7. What are the kitchen procedures, and food procedures?
8. What is provided by the employer, and what needs to be provided by the live-in assistant? (e.g. phone privileges, cable tv, food)
9. Are there any privileges to use the employer's vehicle?
10. Overnight guests
11. Smoking / Alcohol / Drugs
12. Grounds for Dismissal
13. Notice Required

The contract should be specific to your needs, and be as detailed as possible.

REVIEW

- 
1. *What is a job description and why is it important?*
 2. *What are the different areas to focus on in a job description?*
 3. *What is included in a job application?*
 4. *What is a contract and why is it helpful?*
 5. *What should you include in a contract?*
 6. *What are some ways that you can recruit people to work for you as a personal assistant?*
 7. *How do you screen and interview an applicant?*
 8. *What information is helpful in making a decision about who to hire?*
 9. *What should an orientation process include?*
 10. *Why is it important to have a back-up plan?*

DEFINITIONS

Job Description - A formal written explanation of an employee's responsibilities clarifying the expectations of each position.

Job Application - A form that documents important information (e.g. contact information and employment experience) about the applicant, which will form the basis of a person's permanent file.

Contract - A written agreement signed by the employee and employer that outlines expectations and requirements for the position.

Reference - A person who knows the applicant, gives information, and can answer questions about the applicant's abilities

Background Check - A report produced by the police that states any arrest records based on the social security number of the applicant.

Driving Records - A report obtained from the Department of Motor Vehicles that describes any driving record violations based on the license number of the applicant.

Orientation - Introductory instruction you provide to help a new personal assistant become familiar with your needs, equipment used, and household structure. An orientation is often conducted by observing someone familiar with the person with the disability's needs.



Emergency Plan - A plan that describes all information that should be available to personal assistants in the event of an emergency (e.g. who to contact in an emergency, what kind of medications you are taking, what you are allergic to).

Emergency Contact Form - A form your personal assistant can complete in case an emergency occurs while he or she is working. This will provide you with the information you need to contact someone in the event they have an emergency while working.

Back-up Plan - A plan that described what you would do in case a personal assistant is not available to work their usual schedule.

Live-in Assistant - A person who provides support to a person with a disability while living in your home often in exchange for free or reduced rent.

SAMPLE DOCUMENTS

SAMPLE JOB DESCRIPTION - GENERAL

Position: Personal Assistant (PA or PCA)

Supervised By: *(Your Name Goes Here)*

Summary of Work: The personal assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with a disability

Qualifications:

- ✓ Dependable
- ✓ Trustworthy
- ✓ Willing to listen and learn new things
- ✓ Enjoys meeting new people
- ✓ Enjoys helping others achieve their goals

Duties: The duties of this position include, but are not limited to the following tasks:

Personal Care Tasks: bathing, dressing / undressing, personal hygiene, transfers, toileting, medication, exercise, positioning in bed and wheelchair, and other tasks as required

Household Tasks: housekeeping (cleaning, dusting, vacuuming, etc.), meal preparation, laundry, and other tasks required by the employer

Shopping / Errands: grocery shopping, going to the mall or other stores, going to the bank, going to meetings or medical appointments

Transportation: to and from work, to meetings or medical appointments, to go shopping or other errands. The employer's van will be used for driving upon request / need

Personal Business: assist with paperwork, organizing, and other tasks as required

Animal Care: provide assistance with feeding, filling up water bowls, minimal grooming, and other small tasks with the employer's Service Dog and cat

(Note: Use the Needs Assessment to provide you with the various tasks you need assistance with. This should be very specific to your needs.)

Schedule: Be available to work at the times designated during the interview, with the understanding that occasionally hours may need to be flexible depending upon scheduling needs. Occasional work may also be required to cover shifts in an emergency depending upon your availability. A typical schedule includes:

Mondays – Fridays: 5:30 – 7:30 AM, 7:30 – 9:00 AM (transportation to work),
4:00 – 5:30 PM (transportation from work) and 6:00 – 9:00 PM

Saturdays & Sundays: 8:30 – 11:00 AM, 3:00 – 6:00 PM, and 7:00 – 10:00 PM

(Note: This section should be specific to the times you hire people to provide you support for a typical schedule. Flexibility may be required at times.)

Salary: \$11.50 - \$12.18 per hour depending on qualifications and experience

SAMPLE JOB DESCRIPTION - MORNING

Position: Morning Personal Assistant (PA or PCA)

Supervised By: *(Your Name Goes Here)*

Summary of Work: The personal assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with a disability

Qualifications:

- ✓ Dependable
- ✓ Trustworthy
- ✓ Willing to listen and learn new things
- ✓ Enjoys meeting new people
- ✓ Enjoys helping others achieve their goals

Duties: The duties of this position include, but are not limited to the following tasks:

Personal Care Tasks: bathing, dressing, personal hygiene, transfers, toileting, medication, positioning in wheelchair, and other tasks as required

Household Tasks: cleaning bathroom and bedroom after use, laundry, animal care, preparing breakfast, assistance with eating as needed, and other tasks required by the employer

(Note: Use the Needs Assessment to provide you with the various tasks you need assistance with. This should be very specific to your needs.)

Schedule: Be available to work at the times designated during the interview, with the understanding that occasional hours may need to be flexible depending upon scheduling needs. Occasional work may also be required to cover shifts in an emergency depending upon your availability. A typical schedule follows:

Mondays – Fridays: 5:30 – 7:30 AM

Saturdays & Sundays: 8:30 – 11:00 AM

(Note: This section should be specific to the times you hire people to provide you support for a typical schedule. Flexibility may be required at times.)

Salary: \$11.50 - \$12.18 per hour depending on qualifications and experience

SAMPLE JOB DESCRIPTION - TRANSPORTATION / DRIVER

Position: Work / Transportation Personal Assistant (PA or PCA)

Supervised By: *(Your Name Goes Here)*

Summary of Work: The personal assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with a disability

Qualifications:

- ✓ Dependable
- ✓ Trustworthy
- ✓ Willing to listen and learn new things
- ✓ Enjoys meeting new people
- ✓ Enjoys helping others achieve their goals

Duties: The duties of this position include, but are not limited to the following tasks:

Transportation: to and from work, and to meetings as required. The employer's van will be used for driving upon request / need

(Note: Use the Needs Assessment to provide you with the various tasks you need assistance with specific to your needs.)

Schedule: Be available to work at the times designated during the interview, with the understanding that occasional hours may need to be flexible depending upon scheduling needs. Occasional work may also be required to cover shifts in an emergency depending upon your availability. A typical schedule follows:

Mondays – Fridays: 7:30 – 9:00 AM (transportation to work),
4:00 – 5:30 PM (transportation from work)

Salary: \$11.50 - \$12.18 per hour depending on qualifications and experience

JOB DESCRIPTION FOR YOU TO FILL IN

Position: Personal Assistant (PA or PCA)

Supervised By: Your Name _____

Summary of Work: The personal assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with a disability

Qualifications:

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

Duties: The duties of this position include, but are not limited to the following tasks:

Personal Care Tasks:

Household Tasks:

Shopping / Errands:

Transportation:

Personal Business:

Animal Care:

(Note: Use the Needs Assessment to provide you with the various tasks you need assistance with. This should be very specific to your needs.)

Schedule: Be available to work at the times designated during the interview, with the understanding that occasionally hours may need to be flexible depending upon scheduling needs. Occasional work may also be required to cover shifts in an emergency depending upon your availability. A typical schedule includes follows:

Mondays – Fridays:

Saturdays & Sundays:

(Note: This section should be specific as to the times you hire people to provide you support for a typical schedule. Flexibility may be required.)

Salary: \$11.50 - \$12.18 per hour depending on qualifications and experience

PERSONAL ASSISTANCE JOB DESCRIPTION WORKSHEET

Instructions: Please check each task you will need assistance with.
Use the extra space to describe tasks in more detail.

Bathing:

- Shower or Bath _____
- Wash & Rinse Body _____
- Wash Hair / Condition / Rinse _____
- Dry body thoroughly _____
- Apply lotion or powder _____
- Apply deodorant _____
- Shave _____
- Check supplies (e.g. soap) _____
- Thoroughly dry shower chair _____
- Clean-up bathroom _____
- Put away supplies, etc. _____
- Other _____

Personal Hygiene:

- Comb / brush / style hair _____
- Ear care _____
- Nail care _____
- Wash face / apply moisturizer _____
- Apply make-up _____
- Brush teeth _____
- Other _____

Dressing:

- Dressing _____
- Undressing _____

JOB DESCRIPTION WORKSHEET (continued)

Transfers:

- Balance when transferring _____
- Pivot transfer _____
- Total lift (Needs to lift ___ lbs.) _____
- Sliding board _____
- Hoyer Lift (Manual / Electric) _____
- Ceiling Track Lift _____
- Other _____

Toileting:

- Use toilet / commode / urinal / bed pan _____
- Cleaning _____
- Menstrual Care _____
- Drain leg bag _____
- Hook-up urinary drainage / ostomy equipment _____
- Clean urinary drainage equipment _____
- Other _____

Bladder Care:

- In-dwelling catheter _____
- Condom-drainage _____
- Ilio conduit _____
- Other _____

JOB DESCRIPTION WORKSHEET (continued)

Bowel Care:

- Digital Stimulation _____
 - Suppositories _____
 - Enema _____
 - Laxative _____
 - Colostomy _____
 - Cleaning-up after _____
 - Other _____
- _____

Skin Care:

- Prevent skin breakdown _____
 - Treat skin breakdown _____
 - Inform of any irritated skin areas to prevent sores _____
- _____
- Other _____
- _____

Medication:

- Administer medication _____
 - Get prescriptions from the store _____
 - Give injections _____
 - Other _____
- _____

JOB DESCRIPTION WORKSHEET (continued)

Exercise:

- Range of Motion _____
- Strengthening _____
- Circulation _____
- Assisting with accessing local fitness centers or hydro-therapy _____

- Other _____

Positioning:

- Position in bed _____
- Night time turning assistance and repositioning _____
- Position in chair / wheelchair _____
- Other _____

Respiration:

- Set-up ventilator _____
- Set-up bipap or other equipment to assist with breathing _____

- Suctioning _____
- Clear throat and lungs by assisted coughing _____
- Other _____

JOB DESCRIPTION WORKSHEET (continued)

Other Equipment & Medical Needs:

- Set up environmental control / computer _____
- Set up communication device _____
- Monitor Health (i.e. blood pressure) _____
- Other _____

Meal Preparation & Eating:

- Prepare foods _____
- Cook _____
- Serve / cut food _____
- Feed _____
- Tube Feed _____
- Put food away _____
- Clean up (wash dishes / counters / appliances) _____
- Other _____

Household Support:

- Clean refrigerator _____
- Make / change bed _____
- Sweep _____
- Wash / mop floors _____
- Vacuum _____
- Dust _____
- Clean toilet / commode seat and bucket _____
- Scour tub / shower/ sink _____
- Empty trash _____

JOB DESCRIPTION WORKSHEET (continued)

Household Support (continued):

- General clean-up _____
- Wash mirrors / other glass _____
- Wash doors / light switches / door handles _____
- Wash walls _____
- Wash blinds / curtains _____
- Wash windows _____
- Wheelchair cleaning and maintenance _____
- Arrange for heavier work, home maintenance _____
- Property maintenance (lawn care and snow removal) _____
- Gardening (inside and outside plants / water) _____
- Other household maintenance _____
- Other _____

Laundry:

- Sort clothes _____
- Hand wash items _____
- Put clothes in washer _____
- Put clothes in dryer _____
- Iron _____
- Mend clothes _____
- Bring clothes to & from Dry Cleaners or Laundromat _____
- Other _____

JOB DESCRIPTION WORKSHEET (continued)

Shopping:

- Assist with making list _____
- Assist in store _____
- Assist with money _____
- Carry purchases home _____
- Put away purchases _____
- Help try on shoes / clothes _____
- Other _____

Other Errands:

- Assist at school / work _____
- Assist at meetings _____
- Medical Appointments _____
- Counseling Appointments _____
- Vocational / Case Management Appointments _____
- Banking _____
- Vehicle Maintenance _____
- Cleaning Vehicle _____
- Assist with social events _____
- Assist with attending religious services _____
- General errands / Other _____

JOB DESCRIPTION WORKSHEET (continued)

Transportation:

- Arrange transportation _____
- Accessible vehicle driven by assistant _____
- Assistant uses own vehicle _____
- Assistant provides support on public transportation _____
- Assistant provides support on accessible transportation (Para- transit, Dial-a-Ride) _____
- Other _____

Communication:

- Writing _____
- Telephone _____
- Computer _____
- Sign Language / Interpreting _____
- Other _____

Organizing:

- Clean desk _____
- Organize paperwork _____
- Filing _____
- Organize clothes _____
- Organize drawers _____
- Organize closets _____
- Other _____

JOB DESCRIPTION WORKSHEET (continued)

Finances:

- Preparing budgets _____
- Paying bills _____
- Making deposits _____
- Making withdrawals _____
- Preparing taxes _____
- Preparing paperwork required for benefits _____
- Assist with mail _____
- Other _____

Pet Care:

- Feeding _____
- Washing out bowls _____
- Filling up bowls _____
- Cleaning up after animal (dog) goes outside _____
- Empty / Clean Litter Box _____
- Organize supplies _____
- Brush / Groom _____
- Provide medication as needed _____
- Let in / out of house _____
- Scheduling / Taking to Vet Appointments _____
- Other _____

JOB DESCRIPTION WORKSHEET (continued)

Child Care:

- Assist with care needs _____
- Assist with household needs _____
- Driving _____
- Other _____

Managing Personal Assistants:

- Advertise for PA _____
- Assist in Interviewing PA _____
- Checking references _____
- Hiring / paperwork for PA _____
- Training PA _____
- Scheduling _____
- Arranging back-up as needed _____
- Completing time sheets _____
- Other _____

Other Tasks:

- _____
- _____
- _____
- _____
- _____
- _____

PERSONAL ASSISTANT APPLICATION

Applicant Information

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Phone Number: _____ Social Security # _____

Job Experience

Please provide information regarding your previous 3 employers:

Employer: _____

Address: _____

City/State/Zip Code: _____

Phone _____ Dates Employed: _____

Employer: _____

Address: _____

City/State/Zip Code: _____

Phone _____ Dates Employed: _____

Employer: _____

Address: _____

City/State/Zip Code: _____

Phone _____ Dates Employed: _____

Have you had previous experience working as a personal assistant?

No

Yes

If yes, please describe: _____

PERSONAL ASSISTANT APPLICATION (continued)

Other Information

Please provide the following information regarding your availability to work a regular schedule or as a back-up:

- Weekday Mornings Times Available: _____
- Weekday Afternoons Times Available: _____
- Weekday Evenings Times Available: _____
- Weekend Mornings Times Available: _____
- Weekend Afternoons Times Available: _____
- Weekend Evenings Times Available: _____
- Overnight
- Live-in
- On-call emergencies
- Back-up support only

Please discuss your interest and hobbies, or what you enjoy doing during your leisure time:

Do you have a valid driver's license?

- No Yes Driver's License # and state: _____

Have you had any traffic violations or accidents within the last 3 years?

- No Yes If yes, Please describe: _____

PERSONAL ASSISTANT APPLICATION (continued)

Have you ever been convicted of a criminal offense against civil or military law, forfeited bond or collateral, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in Juvenile Court or under a Youth Offender law.)

No Yes

If, "YES", please attach a detailed explanation about the nature of the conviction and/or currently pending charges, degree of rehabilitation and time since release.

Special Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-760, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-760), a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).

CERTIFICATION

I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information or conviction records, are subject to verification as a condition of employment. I also understand that acceptance may be subject to my passing a physical exam.

Signed: _____

Date _____

PERSONAL ASSISTANT AGREEMENT / CONTRACT

This agreement is between _____ (**Employer**) and _____ (**Employee**), and outlines the responsibilities of providing personal assistance services as discussed below.

Hours of Employment: It is understood that regular work hours are as follows:

It is agreed that there may be days or times that the schedule may need to be adjusted for scheduling purposes for a meeting or an appointment. This will be discussed in advance with the employee unless an emergency situation arises. Any permanent changes to this agreement will be documented in writing and signed by both the employer and employee.

Duties of the Position: The employee is responsible for completion of tasks and responsibilities as outlined in the attached job description and highlighted as well below. *(Tasks from the job description should be listed here.)*

Supervision: Supervision and direction is provided by the employer (person with a disability). Periodic reviews will provide an opportunity for the employer and employee to give feedback, but ongoing communication is also important.

Payment Information: Payment is provided through the [PCA Waiver Program]. Checks are disbursed through a fiscal intermediary, but your employer will be the person with a disability (put employer name here). The employee will receive payment at a rate of \$12.18 per hour for all hours worked, not to exceed 25.75 hours per week. Timesheets will need to be provided to the fiscal intermediary by Monday mornings every other week. Failure to provide timesheets in a timely manner may result in delay of the employee's check.

Time off: Employee is required to request any time off at least one week in advance to provide the employer with the opportunity to arrange coverage. In the event that the employee is sick, it would be helpful if as much advance notice is provided so the employer can arrange for coverage. Sick time should not exceed a total of one week per year. It is understood that payment is not provided for any time off (including sick time), and will instead be provided to the person filling in for the regular employee.

AGREEMENT / CONTRACT (continued)

Notice of Termination: Either the employee or employer may terminate this agreement within two weeks (preferably one month) notice. Notice of termination shall be in writing, and signed by both the employee and employer, and filed in the employee's folder. Termination may be immediate if the employer's health and safety are being jeopardized.

This agreement is being signed on this _____ day of _____, 200____.

Employee Signature: _____

Employer Signature: _____

Note: A signed copy should be provided to the employee. The original copy is retained in the employee's file by the employer.

SAMPLE WANT AD

Please place this ad in the Help Wanted section of the newspaper:

Personal Assistant – Young, outgoing woman who uses a wheelchair seeks support with personal care and tasks of daily living. Various times & days available. Call 111-1234.

FROM:

Your Name

Address

City, State, Zip Code

Your Phone #

Please call to confirm receiving this fax and to discuss length of time and billing. Thank you.

PERSONAL ASSISTANT SCREENING QUESTIONS

Applicant's Name: _____

Phone #: _____

Prior to Asking Questions

- Discuss the position - days, times & tasks
- Provide an overview of your disability - supports you require
- Discuss any adaptive equipment they would need to use
- If driving is required, discuss it at this point
- Discuss payment - rates and how payment is provided
- Ask if he or she is still interested in the position.
If so, proceed with asking them a few questions:

1. Have you had any experience providing support to someone with a disability?
If so, please describe.

2. Can you think of anything that may prevent you from doing any portion of this job?
If so, please discuss.

SCREENING QUESTIONS (continued)

3. (If this applies) Do you have any concerns about dogs or cats?

Do you have any problems assisting me with feeding, changing water, grooming, changing a liter box and cleaning up after the dog, and other tasks as needed?

Please discuss further.

After Questions

Mention you will be setting up interviews and ask them if they are interested in an interview (only if you are still interested in interviewing them - do not interview everyone you talk to). Set-up a time to meet then or say you will call them in the next day or so if you are interested in an interview - do not delay scheduling an interview for very long.

PERSONAL ASSISTANT INTERVIEW QUESTIONS

Applicant's Name: _____

1. Please tell me something about yourself. Interests? Hobbies? What you do during your leisure time?
2. Please discuss previous work experience. What were the responsibilities of the job? What did you like and not like about these jobs? Why did you leave?
3. Please discuss any experience you have providing support to someone with a disability. If you have experience, what qualities do you have that were important to this position? What did you feel uncomfortable doing? If you don't have experience, what would make you feel uncomfortable with this position?
4. Can you think of anything that may prevent you from doing any portion of this job? If so, please discuss?
5. How do you learn best?
6. What qualities do you look for in a supervisor?

INTERVIEW QUESTIONS (continued)

7. What do you think an employer or someone you know would say are your strengths and weaknesses?

8. Would you be willing / able to fill in for other assistants in case of sickness or a change in schedule? Are there any times you would not be available?

9. What interests you most about this position? What part of the position do you think you would enjoy least? Please discuss further.

10. Do you have any concerns about dogs or cats? Do you have any problems assisting me with feeding, changing water, grooming, changing a liter box and cleaning up after the dog, and other tasks as needed? Please discuss further.

11. Why do you want this job?

12. Why should I hire you for this position?

INTERVIEW RATING SHEET

Applicant's Name: _____

Phone #: _____ Date of Interview: _____

- Punctual (was on time for the interview)
- Appears Dependable
- Appears Trustworthy
- Appears Patient
- Willing to Learn
- Compatible With My Personality
- Compatible With My Needs
- Neat Appearance
- Attitude Appears Positive
- Able to Drive
- Experienced in Personal Care
- Likes to Cook
- Likes to Clean
- Reliable Transportation
- Other _____
- Other _____

INTERVIEW RATING SHEET (continued)

When Are They Available? _____

Positive Impressions: _____

Negative Impressions / Concerns: _____

Other Information: _____

EMPLOYER REFERENCE CHECK FORM

Employer Name: _____

Who You Spoke To / Title: _____

Dates of Employment: _____

Applicant's Title: _____ Salary range: _____

Please comment on the following information as it pertained to the applicant:

Attendance record _____

Dependable? _____

On-Time for Work? _____

Self-Starter? _____

Ability to Multi-Task _____

Ability to Meet Important Deadlines _____

Level of Supervision Needed _____

Reaction to Supervision _____

Reaction to Feedback _____

Ability to Work With Others _____

Ability to Learn New Tasks _____

Strengths: _____

Weaknesses: _____

Any Concerns: _____

EMPLOYER REFERENCE CHECK FORM (continued)

Reason for Leaving: _____

Would you recommend for this position? _____

Would you rehire? _____

Any other information that would be helpful to know? _____

LETTER OF HIRE

(Date of Letter)

Jane Doe
Any Street
Any Town, State and Zip Code

Dear Ms. Doe:

Thank you for your interest in working with me as a personal assistant, and your willingness to share information regarding your skills and experiences.

I am pleased to offer you the position as a personal assistant as outlined in the attached job description and employment contract. As we discussed in the interview, your salary will be in the amount of \$_____per hour for the hours you work each week. You will not be compensated for any time you do not work due to sickness or time off. I will be sending you additional payroll forms that you will need to complete within the next day or two.

I am really looking forward to working with you. Please contact me at your earliest convenience to discuss a start date, and so I can answer any questions you may have.

Sincerely,

(Employer's name)

REJECTION LETTER TO APPLICANTS YOU WOULD HIRE

(Date of Letter)

Jane Doe
Any Street
Any Town, State and Zip Code

Dear Ms. Doe:

Thank you for your interest in working with me as a personal assistant, and your willingness to share information regarding your skills and experiences.

Unfortunately, your skills and availability do not meet my individual needs at this time. However, I would like to keep your name and number in my files so I can call you in the future as further opportunities become available. Thank you again for contacting me. Best wishes in your future endeavors.

Sincerely,

(Employer's name)

REJECTION LETTER TO APPLICANTS YOU WOULD NOT HIRE

(Date of Letter)

Jane Doe
Any Street
Any Town, State and Zip Code

Dear Ms. Doe:

Thank you for your interest in working with me as a personal assistant, and your willingness to share information regarding your skills and experiences.

Unfortunately, your skills and availability do not meet my individual needs at this time. Thank you again for contacting me. Best wishes in your future endeavors.

Sincerely,

(Employer's name)

EMERGENCY CONTACT AND INFORMATION FORM

Name of Personal Assistant: _____

PA Address: _____

PA Phone #: _____

PA Date of Birth: _____

Who to Contact in Case of an Emergency:

Name: _____

Relationship: _____

Address: _____

Phone #: _____

Name: _____

Relationship: _____

Address: _____

Phone #: _____

Hospital Preference: _____

Other Important Information in Case of an Emergency? _____

IMPORTANT INFORMATION FOR PERSONAL ASSISTANTS

1. What is my disability? How does it affect me? _____

2. Medications I take. When are they administered? _____

3. Diet requirements and restrictions: _____

4. Important Medical Information in Case of an Emergency:

Name of physician: _____
Phone # _____

Hospital Preference: _____

Insurance Information: _____

5. Who to Contact in an Emergency:

Family Members: _____

Personal Assistants: _____

IMPORTANT INFORMATION (continued)

If you need to contact 911, the information you need is as follows:

My address is: _____

My phone # is: _____

Mention that I have a Service Dog named _____ that needs to stay with me if possible. Otherwise, the following people should be contacted to care for my Service Dog or any other animal in an emergency:

6. Any additional information that is important for you to know:

ROOMMATE WANTED

**ACTIVE, OUTGOING, YOUNG
WOMAN WHO USES A WHEELCHAIR
SEEKS A ROOMMATE TO PROVIDE
MINIMAL SUPPORT IN EXCHANGE
FOR FREE ROOM IN A QUIET
CONDOMINIUM IN FARMINGTON.**

**FOR MORE INFORMATION
CALL: 111-1234**

ROOMMATE AGREEMENT

This AGREEMENT made and entered into this {Insert Date}, between {Insert Your Name}, hereinafter referred to as "HOMEOWNER" and {Insert Name of Roommate} as a Roommate/ Personal Care Assistant hereinafter referred to as "ROOMMATE":

- I. PROPERTY: HOMEOWNER shall provide to the ROOMMATE use of certain parts of the residence described as:

{Insert Full Address of HOMEOWNER}

- a. Private Bedroom – It shall be the responsibility of the ROOMMATE to:
 - i. Maintain this private bedroom in the same condition as when inhabited, expecting only the reasonable use of said bedroom.
 - ii. Keep the subject bedroom clean and sanitary.
 - iii. Comply with all applicable housing, building and health codes.
- b. Semi-Private Bathroom – the use of the sink, vanity, counter, medicine cabinet shall be the private and limited areas to the ROOMMATE. The remaining portion of this bathroom shall be known as the "common bathroom" [consisting of: the floor, toilet, window, bathtub and common walls]. It shall be the responsibility of the ROOMMATE to:
 - i. Maintain these areas of this bathroom, including the common bathroom area in the same condition as when inhabited, expecting only the reasonable use of said bedroom.
 - ii. Keep these areas of this bathroom clean and sanitary.
- c. It shall be understood that the HOMEOWNER provides toilet paper and separate towels for the common use of the HOMEOWNER'S guest(s).
- d. Remaining First Floor Areas – excluding the private bedroom and bathroom of the HOMEOWNER, the use of the common areas such as the Kitchen, Dining Area, Living Room and Utility/Laundry Room shall be shared by all participating members of the household. Such areas shall be maintained and cleaned by the ROOMMATE in the same condition as when inhabited, expecting only the reasonable use of said areas. It is understood that use of these common areas by the ROOMMATE and the ROOMMATE'S guest(s) shall require the ROOMMATE to restore the area after such use to its condition as when inhabited, expecting only the reasonable use of said areas.
- e. Storage Area – ROOMMATE shall have some of the use of the small storage area located outside the home. Such storage area shall be accessed at reasonable times and with the prior approval of the HOMEOWNER.

ROOMMATE AGREEMENT (continued)

- f. Telephone – HOMEOWNER shall provide a telephone jack in the ROOMMATE'S private living area. It will be the responsibility of the ROOMMATE to obtain a private line at his / her expense.
- g. Heat & Electricity – The HOMEOWNER shall provide heat and electricity to the ROOMMATE. The HOMEOWNER shall determine the temperature of the house.
- h. Cable TV – The HOMEOWNER shall provide a cable TV outlet in the ROOMMATE'S bedroom and basic cable TV service. The ROOMMATE may elect to pay for any additional premium channels. If elected, the ROOMMATE shall pay a security deposit in the amount of fifty dollars (\$50.00); and the payment of such additional charges by the cable TV company shall be remitted to the HOMEOWNER no later than twenty (20) days after the HOMEOWNER received such charges from the cable TV company.
- i. Parking – The ROOMMATE shall have one (1) parking space available at all times as designated by HOMEOWNER.

The HOMEOWNER agrees to maintain the subject property in the same condition as when inhabited, expecting only the reasonable use of said property; and to comply with all applicable housing, building and health codes.

The ROOMMATE agrees to use the facilities and appliances in a reasonable manner and to refrain from damaging the HOMEOWNER'S property.

- 2. Meals: The ROOMMATE may partake in the HOMEOWNER'S meals to the extent desired, including microwaving such meal later. Otherwise, the ROOMMATE shall prepare his/her separate meals at their own expense. Food and beverages, other than HOMEOWNER'S meals, are to be bought by each participating member of the household for his / her and his / her guest(s) individual use.
- 3. ROOMMATE Obligations: The ROOMMATE shall provide the following personal assistance supports to the HOMEOWNER:
{Include all responsibilities here as it would be outlined in a job description.}

ROOMMATE AGREEMENT (continued)

4. Other ROOMMATE Obligations: The ROOMMATE is responsible for the following obligations in addition to the personal assistance supports listed above:
 - a. It is understood that the ROOMMATE shall be available / sleep on the premises for emergency needs while HOMEOWNER is asleep on all nights except for ROOMMATE'S time off.
 - b. ROOMMATE shall run miscellaneous errands as requested by HOMEOWNER.
 - c. It is understood that if the ROOMMATE is available and on the premises during times not associated with their on-duty time, and emergency toileting is needed, the ROOMMATE agrees to perform this task.
5. Guests – ROOMMATE may entertain guest(s) provided it does not disrupt nor is it in conflict with the routine operation of the household. Overnight guest(s) are not permissible. Any changes shall be discussed and subjected to the HOMEOWNER'S approval.
6. ROOMMATE shall conduct himself / herself (including guests) in a reasonable manner at all times. It is understood that there will be no quarreling within the confine of the household, nor any misconduct that may cause the police to appear at the house.
7. ROOMMATE Time-Off: ROOMMATE shall be allowed to take every other weekend off from Friday morning through Sunday evenings prior to Evening Routine. Any other time off must be mutually agreed upon in advance, with reasonable notice to HOMEOWNER. In case of emergency that prevents the ROOMMATE from performing his / her duties, the ROOMMATE shall make every effort to give HOMEOWNER as much notice as possible.
8. Right of Entry: Upon request, the HOMEOWNER or designee shall have the right of entry to the ROOMMATE'S private bedroom to inspect the same, make repairs and exhibit the property to others, provided that such entry is at reasonable times.

ROOMMATE AGREEMENT (continued)

9. Pets: The ROOMMATE may not take in a pet, except for a fish.
10. Alterations and Improvements: The ROOMMATE shall make No alterations to the subject property without HOMEOWNER'S prior consent. Any improvements made by the ROOMMATE shall become the property of the HOMEOWNER at the conclusion of the roommate agreement.
11. Personal Property: The ROOMMATE shall be responsible for insuring his / her personal property (including personal vehicle) placed upon the subject premises. Any such personal property not so insured shall be placed on the premises at the sole risk of the ROOMMATE. Any property of the ROOMMATE remaining upon the premises after the termination of this roommate agreement shall be presumed abandoned, and may be disposed of by the HOMEOWNER.
12. Term: The term of this agreement shall be for a period of {Insert number of months} months commencing {Insert Date} and ending {Insert Date}; or in the event of early termination under Section 13 of this agreement – the term of this agreement shall end immediately.
13. Termination: In the event of unsatisfactory performance, by either party to this agreement, of any of the terms herein contained, two (2) weeks notice will be expected by HOMEOWNER or ROOMMATE prior to termination unless the HOMEOWNER'S health or safety is in danger in which case termination can be without notice.
14. In the further event the ROOMMATE shall fail to vacate the dwelling, then in such instance the HOMEOWNER shall have full rights to remove the ROOMMATE its own behalf without notice to undersigned and with full rights to recourse against the undersigned for all legal fees, costs, expenses and payments made or agreed to be paid to discharge said action.

ROOMMATE AGREEMENT (continued)

15. Security Deposit: The ROOMMATE shall pay the HOMEOWNER the sum of one hundred dollars (\$100.00), in addition to any other deposits required herein, standing as security for the full and faithful performance by the ROOMMATE of all terms and covenants contained herein.

The parties hereto have executed the foregoing roommate agreement the day and year first above written.

DATE: _____

By: _____

{YOUR NAME}, HOMEOWNER

DATE: _____

By: _____

{NAME OF ROOMMATE}, ROOMMATE

ROOMMATE INTERVIEW QUESTIONS

Applicant's Name: _____

1. Please tell me something about yourself. Interests? Hobbies? What you do during your leisure time?

2. Please discuss previous work experience. What were the responsibilities of the job? What did you like and not like about these jobs? Why did you leave?

3. Please discuss any experience you have providing support to someone with a disability. If you have experience, what qualities do you have that were important to this position? What did you feel uncomfortable doing? If you don't have experience, what would make you feel uncomfortable with this position?

4. Can you think of anything that may prevent you from doing any portion of this job? If so, please discuss?

5. How do you learn best?

6. What qualities do you look for in a supervisor?

7. What do you think an employer or landlord would say are your strengths and weaknesses?

8. Would you be willing / able to fill in for other assistants in case of sickness or a change in schedule? Are there any times you would not be available?

ROOMMATE INTERVIEW QUESTIONS (continued)

9. What interests you most about this position? What part of the position do you think you would enjoy least? Please discuss further.

10. Do you have any concerns about dogs or cats? Do you have any problems assisting me with feeding, changing water, grooming, changing a liter box and cleaning up after the dog, and other tasks as needed? Please discuss further.

11. What type of meals do you like to eat? Do you cook?
What do you enjoy cooking most?

12. What are your feelings around guests? What would make you feel uncomfortable?

13. What is important for me to know if I chose you to be a live - in roommate / assistant?

14. Why do you want this job?

15. Why should I hire you for this position?

16. If chosen, when could you start?



The University of Connecticut
A.J. Pappanikou Center for Excellence
In Developmental Disabilities
Education, Research and Service