



State Personal Assistance Services (SPAS) Self-Direction Handbook

600 Colonial Drive
Baton Rouge, La. 70806
(225) 383-1033

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State Personal Assistance Services (SPAS) Self-Direction Handbook

Section I: Introduction

What is State Personal Assistance Services (SPAS)?

The State Personal Assistance Services program provides personal assistance services to adults with significant disabilities. This program provides these services so individuals can continue to live in the community, go to work, and avoid institutional care.

What is Self-Direction?

Self-Direction allows participants to direct their own services and become the employer of the people they choose to hire. As the participant you are responsible for recruiting, training, supervising and managing the individuals and/or agencies you choose. This handbook will provide detailed information regarding the differences between service delivery options, roles and responsibilities of each option, and benefits and risks associated with each.

Differences in Service Delivery Models

Self-Employment:

- You are the employer. You hire, train, manage, and dismiss your own employee.
- You are responsible for determining the rate of pay and weekly schedule for your worker within your approved budget and weekly allowed hours set by the program.
- You are responsible for establishing a list of daily tasks and responsibilities for your staff.
- You are responsible for all work-related injuries and other liabilities of your staff.
- You are responsible for completing all required employer and employee tax forms and paperwork.
- You are responsible for submitting your staff's timesheets to the Project Director, ensuring they are complete, accurate, legible, signed, and submitted timely.
- The Arc of Louisiana acts as the fiscal intermediary to handle many of the employer functions for you, such as payroll, taxes and legal requirements.

Provider Agency:

- The provider agency you choose is the employer.
- The provider is responsible for all tax withholdings and payroll duties.
- The provider is insured with liability insurance and will be responsible for all work-related injuries your worker may incur.
- The provider will hire and manage their staff as an employer, but you are still responsible for training and establishing a list of daily tasks and responsibilities for your staff.
- You and your staff must comply with the agency's policies.
- The provider will manage all budgets, timesheets, and invoices.

Supports Available

Self-Direction comes with a lot of responsibilities and can seem overwhelming. This handbook is a guide on how to hire and manage personal assistants. It is detailed and contains lots of information, but you do not have to understand everything in it to be a good employer. Include trusted family and friends in the process and planning. You can also designate someone as Personal Representative to help you manage your services and act as a second point of contact. SPAS also includes support coordination and fiscal agent services provided by the Project Director.

Support Coordination Services:

- Assist participants with understanding the choices and options available through SPAS.
- Collaborate with participants and/or personal representatives to determine the type and level of support needed and develop a budget for services.
- Help arrange for supports and services within the participant's approved budget.
- Provide guidance and resources on the process of becoming an employer.
- Assist participants with completing and submitting all required forms.
- Verify that potential employees meet program qualifications.
- Ensure the participant's needs are being met through the approved services and making changes to those services if the participant's needs change.
- Inform participants of all rules, policies, and procedures related to SPAS and Self-Direction.

Fiscal Agent Services:

- Verify that your employer/employee related paperwork is completed correctly.
- Notify you if there are any errors which prevent your or your employees' paperwork from being processed.
- Submit employer and employee forms to the correct government agencies.
- Notify you once your potential employees are clear to start services.
- Manage some of the financial responsibilities of being an employer.
- Review all timesheets for completeness, signatures, and ensure its within the approved services.
- Process your staff payroll, depositing and withholding the necessary employment-related taxes on your behalf.
- Process your quarterly employer taxes.
- Process annual W-2's for all staff.
- Coordinate with agencies for invoices and timesheets when the participant chooses an agency for his/her staffing needs.

Section II: Service Planning and Determining the Supports You Need

Assessments

Assessments are completed to determine your service needs and develop a service plan. As part of this process, the Project Director will review all relevant information, including:

- Diagnoses and related medical conditions
- Level of care required to complete tasks (bathing, dressing, toileting, transferring, etc.)
- Use of medical supplies and/or equipment (wheelchairs, lifts, etc.)
- Employment status and goals
- Support system, including both natural supports (family and friends) and paid caregivers
- Participation in other services or benefit programs (e.g., Social Security, Medicaid, state or community-based services)

Service Plans

Service Plans are reviewed and updated at least annually or at the end of the plan's service period. Updates can be made at any time if there are significant changes such as a new service provider, adjustments to service rates or budget amounts, and/or changes in the approved amount or type of services needed due to changes in level of care. Services outlined in the plan are only available through the end date of the current Service Plan. All services are subject to available funding and are not guaranteed from year to year. Continued services require ongoing eligibility, funding availability, and an updated, approved Service Plan.

Backup and Emergency Plans

Back up and Emergency plans are necessary whether you decide to hire your own staff or select an agency. A Back Up Plan outlines who will assist you in the event your staff cannot work. Emergency Plans outline what you will do in the case of an emergency or disaster. Discuss your plans with your staff, family, caregivers, and/or agency. Ensure that it is documented for easy access and review it often.

- Consider the following when developing your Back-Up Plan:
 - Should you hire and use paid part-time and/or back-up employees?
 - If you chose to go through an agency for staffing, do they have back-up staff available to meet your needs?
 - Discuss options with your family and friends to see what resources and supports may be available to you in your community.
 - Can someone you know assist you without pay for a short-term period?
- Consider the following when developing your Emergency Plan:
 - Emergency contacts (family, friends, emergency services)
 - What is the plan if there is a tornado? (safest areas of the home)
 - Evacuation plans for hurricanes or other natural disasters (transportation, destination, disaster kits, medical supplies)

Section III: Understanding your Role as an Employer

Responsibilities

- Recruit, hire, train, manage, and if necessary, terminate your employee(s).
- Abide by non-discrimination policies on the basis of race, religion, gender, sexual orientation, age, or disability.
- Complete all employer-related paperwork and the duties related to payroll.
- Review and sign timesheets upon receipt to ensure that it is accurate.
- Maintain all required documentation.
- Ensure that your employees maintain current automobile insurance if they are transporting you in their own car.
- Establish a mutually agreeable work schedule for your employees. The employer will be personally responsible for any employee wages or supports that exceed the hours approved in the participant's approved services.
- Meet all your staffing needs.
- Have a back-up plan in place in the event an employee does not show up for work.
- Have an emergency evacuation plan in place in the event of a disaster.
- Inform the SPAS Project Director when an employee is terminated.

Employer Documents

Before you begin hiring staff, you must obtain an Employer Identification Number (EIN). This EIN is required to establish you as an employer with federal and state tax agencies. To begin this process, the Project Director may provide and request the completion of the following forms:

- SS-4 – Application for Employer Identification Number
- Form 8821 – Tax Information Authorization
- Form 8655 – Reporting Agent Authorization
- Power of Attorney and Declaration of Representative

These forms allow us to:

- Apply for and establish an EIN on your behalf
- Authorize our Certified Public Accountant (CPA) to manage payroll-related responsibilities and employer tax obligations
- Authorize the designated payroll provider (OnPay, Inc.) to handle tax matters related to your employees

****Important:** If you already have an EIN, have owned or co-owned a business in the past, or have ever had a business registered in your name, notify the Project Director immediately. This may impact your eligibility to apply for a new EIN or how your employer setup is handled.

Employee Documents

All staff must complete the following documents:

- New Employee Data Sheet
- W-4 Employee Withholding Certificate
- L-4 Employee Withholding Exemption Certificate
- I-9 Employment Eligibility Verification (include copies of verification documents)
- Authorization for Direct Deposit

The employee documents should be submitted by the employer to the Project Director for review and processing. Once processed the Project Director will approve for your staff to start working. Once they submit their first timesheet for payroll, they will receive an email to set up their OnPay account. As the employer, ensure that your staff receive this email and have access to their account to view paystubs, taxes, and W-2s.

State and Federal Income Tax:

Income taxes are usually withheld by employers, but you are not required to withhold federal or state taxes for a household employee unless you choose to. Withholding can benefit your worker, and your fiscal intermediary can calculate the correct amount.

Social Security and Medicare (FICA) Taxes:

Social Security and Medicare taxes fund retirement and disability benefits. As an employer you must pay FICA taxes if you pay a wage of \$1,000 or more to a single worker in a tax year. The fiscal intermediary will withhold these taxes from your employees' paychecks and send them to the Internal Revenue Service.

Liability Insurance:

You are not required to have liability insurance, but having it can protect you in three ways:

- Costs and damages from a lawsuit if your worker is injured in your home.
- Pay medical costs not covered by health insurance if you are injured in your home.
- Cover the cost of replacing your property if it is damaged or destroyed by your worker.

Homeowners or renters insurance may already cover some of these situations or allow you to add coverage. If a worker will drive your car, provide their driver's license to your insurance agent. If they use their own vehicle for errands or transport, confirm they have proper car insurance.

Worker's Compensation Insurance:

Workers' compensation insurance is not required for employers participating in the SPAS program under R.S. 23:1035(B)(1). However, participants may choose to obtain coverage voluntarily. If you have any questions or concerns about worker's compensation or your responsibilities as an employer, please contact the Program Office for guidance.

Unemployment Benefits

During onboarding, as we establish you as an employer, an unemployment account will be established for you. Please notify the Project Director immediately if a worker leaves your services and complete the **State Personal Assistance Services (SPAS) Self-Direction Employee Termination/Separation Form**. A Separation Notice/Form 77 needs to be filed with the Louisiana Works (Formerly known as the Louisiana Workforce Commission).

Employer Agreements:

To avoid any misunderstandings, you should have your worker sign an employment agreement form. This form contains information like tasks and duties your worker will perform, rate of pay, work schedule, and benefits if offered. This is a suggestion and not a requirement.

Personnel Files:

It is recommended but not required that all employers keep an employee file. This file can include copies of the job description, job application, background check (if completed), references, signed employment agreement, tax forms, time sheets, and general information (address, phone number, and emergency contact.) Copies of tax documents and timesheets are kept within the program office but you should keep the original copies for your records.

Timesheets

Self-directed services must be documented on a SPAS timesheet. Timesheets must be filled out completely and submitted on time for your employees to be paid timely. If timesheets are incomplete and/or missing information, such as dates of service or signatures, payment cannot be processed. The employer is responsible for reviewing every timesheet to ensure that it is filled out completely and accurately. Both the employer and the employee must sign each timesheet to attest, or agree, that the hours and services recorded on the timesheet were delivered and received in accordance with the participant's approved plan. Never sign a blank timesheet. People who intentionally lie on a time sheet and receive payment can be convicted of fraud.

Examples of fraud include:

- Submitting timesheets for services not actually provided.
- Submitting timesheets for services provided by a different person
- Submitting twice for the same service (e.g., signing or submitting a timesheet for services which were reimbursed by another source, or signing or submitting a duplicate timesheet for reimbursement from the same source)

****Important:** Personal care attendants cannot be on the clock or provide services to you while you are admitted into a medical facility (hospital, nursing home, rehab facility). If you require additional assistance while hospitalized or admitted into a facility, please contact the Project Director immediately to discuss other options or resources available to you to ensure you receive adequate care.

Section IV: Recruiting, Interviewing, and Hiring

Hiring an employee can be very overwhelming. This next section will help you in this process by giving you tips on how to recruit, interview, and hire employees. This is just a guide to assist you and not a requirement to participate in SPAS.

Recruiting and advertising for employees:

There are several ways to find someone to hire. One of the best is by asking friends, family, or others who use similar support services. They may know someone looking for a job and has experience helping people with disabilities. You can also post an ad online, in your community, or at local colleges. Many college students studying human services or related fields are often looking for part-time work to gain experience. When creating an ad or flyer you can follow these guidelines:

- Make sure your ad is clear about the support you need and expectations
- Include the hours and tasks that they would be expected to complete, as well as a phone number where you can be reached.
- Make sure the flyer or ad lists your preferences that are important to you, such as non-smoker, ability to work a flexible schedule, etc.

Be ready to begin screening the applicant when he or she calls. Screening the applicants when they call will help you decide if he/she is someone you would like to interview.

Creating a Job Description:

Before you start hiring, it's important to create a job description for the position. A job description helps both you and the applicant understand what the job involves. It explains the day-to-day tasks, defines the employee's duties, and gives the applicant a clear picture of what is expected. Your job description should include:

- Days and times you would like your employee to report to work;
- Types of help you need;
- Personal outcomes you would like to achieve.

Having a written job description ready for interviews can help you stay organized and focused on the kind of support you need. It can also serve as a helpful checklist for the employee. A clear, easy-to-understand job description is the key to good communication and can also help when you review how the employee is doing.

Screening the Applicant:

Screening occurs when an applicant submits a resume or calls about the position. Use this brief conversation to get a sense of their personality, interests, and abilities. Tips:

- Introduce yourself and describe the job duties, hours, and pay.
- Be specific about tasks and ask if they can perform them.
- Confirm pay is acceptable and check transportation availability.
- Take notes to help decide who to interview.

You don't need to interview every applicant. While screening, consider who you'd like to interview and take notes on each person. After screening, review your notes and evaluate applicants' abilities and how you felt talking with them to decide who to interview.

Screening Questions to Ask Yourself:

- Was the applicant polite and interested?
- Did they ask questions?
- Can they perform the required duties?

Scheduling and Conducting the Interview:

Now that you have screened your applicants, it is time to review the notes you took and call the applicants you are interested in interviewing. Schedule the face-to-face interview and ask them to bring the following documents with them to the interview:

- Resume;
- A list of references;
- Relevant training or certifications they may have acquired.

Take time to plan your interview. Have an application with you to have them complete as well as a background release form for them to sign. Determine which questions you will ask and decide where and how it will happen. Interviews should be face-to-face meetings. If you do not want strangers coming into your home, consider doing the interview in a public place. If you hold an interview at your home, have a friend or family member there, too.

During the interview:

- Describe the job requirements and expectations in detail.
- Ask work-related, open-ended questions (requires more than a yes/no answer).
- Tell the person about the work schedule.
- Ask about transportation.
- Provide the person with a copy of the job description and employee guidelines.
- Explain your disability or medical condition as well as you can.
- Be very up-front and clear, especially about duties that might make a person uncomfortable.
- Notice not only what the person says, but also how he/she says it.
- Give the person plenty of chances to ask questions and give honest answers.
- Give the person general information about wages, any benefits available, and how Self-Directed Supports work.

An interview is a great way to get to know the applicant. Try to make small talk to help the applicant feel at ease and get to know his/her interests. Think about the way he /she answered the questions. The way a person answers a question is just as important as what he or she says. An interested person will ask questions and be interested in all aspects of the job. Positive signs to look for during the interview include answering the questions you ask completely, maintaining good eye contact, and listening carefully to what you are saying. At the end of the interview, ask

the person if he/she is still interested in the job. If the person seems like someone you would likely hire, ask for references. You should also ask the person to complete an application. Do not make your decision right then but tell the person you will call after you have checked references and made your decision.

Checking References:

A reference can be a person, agency, or organization that knows the applicant either personally or professionally and can confirm his or her positive qualities. Checking references is a critical step that will provide you with important information about the applicant. When calling the reference, ask them to confirm the information that the applicant has given you. See the end of this guide for sample questions to ask references. If the reference confirms what was given to you, you know that the applicant was honest with you. It is not a good sign if the reference does not want to answer the questions asked and only verifies employment.

Making the Decision:

You have completed all of your interviews and you're in the process of making your choice, think about these questions:

- What important skills and experience does each person have?
- What is your feeling about each person, based on the interview and other contacts you have had?
- What useful information did you get from each person's references?
- How would it feel working with each of the people you interviewed?
- Did he/she feel uncomfortable about some of your questions? If so which ones?

Some qualities in people are harder to assess. Ask yourself if you will feel comfortable giving a person directions and even corrections. This is very important if you are thinking about hiring a friend or relative. How do you feel about spending a lot of time with the person? Remember that safety, reliability, and quality work are the most important features for a worker to have.

Once you have decided on who you would like to hire, call them to find out if they are still interested in the position. If they are, the next step is to submit a background check form to the sheriff's office. After the background check is cleared, you can call and officially offer them the job. Review the job duties, wages, schedule, and the day you would like them to start. If the applicant would like time to think about the offer, set a date and time for them to give you an answer.

After you've hired your worker, don't forget to call the other applicants to let them know you made a decision. Thank them for their time and interest. If there was someone else you really liked, you can ask if they'd be willing to be a backup worker in case you ever need extra help.

Section V: Managing Employees

When you hire a worker, you must immediately establish that you are in charge. The most effective way to do this is speak in a clear, respectful, and professional manner. You should direct your workers' activities, rather than asking them for favors or making demands. As the employer you have the right to have tasks done in the way you want them done. You should address any issues or problems as they come up. After you have given the worker their schedule, stress the importance of showing up on time as scheduled. Describe how being late could affect your day. Also explain the importance of letting you know as soon as possible if an emergency comes up or if they are too sick to come to work.

Training:

Training your workers is very important. You must make sure your employees have the proper training to meet your needs and give you quality support. Here are some suggestions:

- Before you start training, have all the equipment and supplies you will need for the training.
- Tell your worker **everything** about your disability or medical condition and how it affects your daily life. The more your worker knows of your disability, the better support they can give you.
- When explaining a task that must be done a certain way, tell the workers he/she must do it in a certain way and explain why. If the task must be done at a certain time, explain why. Describe each step carefully. The worker must understand all parts of a task and how they fit together.
- A good way for your worker to learn a new task is to have him watch someone else do it first. Have a friend, family member, or another skilled worker show him how to do the new task.
- If you are using a checklist, have your worker review the checklist on the task as you work through each step. Or, you could have your worker write down each of the steps as you explain them. Review what your worker writes to be sure that he/she understood all steps correctly.
- Stressing safety is critical. If you have life support or medical equipment, make sure the worker knows how and when to use it. Make sure the worker knows what to do in case of an emergency.
- Giving your worker feedback during training as well as on the job is very important. Talk about what is working, and more importantly, what is not working. Like most people, your worker needs both positive and corrective feedback.
- When your worker performs a task differently than the way you wanted it done, point it out. Patiently remind your worker how you want it done.

Good supervision will require on-going training. If your situation changes, you may need to train the worker on how to do new tasks. Your worker may have questions that training did not cover. Even though something is clear to you does not mean it is clear to your worker.

Performance Evaluation:

Set up a plan to review how your worker is doing. An evaluation will give you and your worker an opportunity to discuss how tasks are done in detail and address any ongoing issues. By setting up in advance, the worker will know that it is not a punishment. When you meet with your employee for the evaluation, there should be two-way communication. You listen and the employee listens to you at the time of review. Have some idea of what you want to say in each area of the evaluation but also be prepared to listen to comments from your employee. It is a good idea to conduct at least an annual evaluation of your employee's job performance.

Conflict Resolution:

By using the interview, selection and evaluation processes described above, you will hopefully minimize the number of serious conflicts that may occur between you and your workers. The better prepared you are to address problems when they arise, the more comfortable and confident you will be in your role as an employer. A good working relationship may have conflicts, but they will likely be small and easily addressed. Here are a few tips on how to resolve a conflict with your worker:

- Communicate often. When a conflict arises, do not shut down. Keep talking; the problem will not go away on its own.
- Look to the written agreement for resolution. This could help clear up any misunderstandings you or your worker may have about work duties, time off, and wages for example.
- Look for compromise in differences of opinion.

Terminating an Employee:

If you find at some point that your worker is not meeting your needs, you may have to fire that person. Keeping a hiring agreement up-to-date and keeping a regular schedule for reviewing your employee's job performance can help you decide if you have grounds for termination.

Some Grounds for terminating an employee:

- The employee's work does not meet agreed upon expectations.
- The employee is late or fails to show up too many times.
- The employee's personal habits bother you.
- The employee does not pay attention to your instructions.
- You do not feel safe or comfortable with the employee.
- The employee has a schedule that is not flexible enough for you.
- The employee violates your employment conditions, seriously or often.

Grounds for Immediate Firing:

- Drinking or using illegal drugs on the job
- Coming to work impaired by alcohol or drugs
- Being caught stealing from you
- Abusing you in any way
- Violating your confidentiality

Weigh all your options before you fire a worker. Consider trying to work things out with the employee. Trying to hire a new one will take time and there is no guarantee your new employee will be a better worker. However, if firing is your decision, consider the following questions:

- How should you tell the employee you are firing him/her? Doing it by phone or letter may feel safer and/or easier but doing it "in person" is more respectful. Having a third person, such as your representative, tell the employee he/she is fired is also an option.
- What reasons should you give the employee for firing him/her? If you've been giving regular feedback, the employee should not be surprised. In some cases, something may happen or very serious problem may arise that you have not addressed in your guidelines or evaluations. You don't need to go into too much detail but give a clear reason.
- How will the worker react? Have a neighbor, friend, or relative in the room with you and your worker if you feel uncomfortable or believe there may be a problem when you bring up the subject of firing.
- How much notice should you give your worker? Be fair but remember if you give the worker advance notice, you may risk further problems with his or her work and behavior.
- Who will provide your support once you fire the worker? Before you fire your present employee, have at least one backup worker or natural supports ready to step in.
- Are you safe and secure? If the worker you fired had access to the keys to your residence or car, get them back on the same day that you fire the individual.
- Learn from the experience. After you have had some time to consider the situation, think about what you have learned from it. Would you deal with the situation in a different way? Was there a question you would have asked in the interview process that would have helped you realize that this was not the person for you?

****Important:** Once you fire an employee or an employee voluntarily leaves employment, contact the Project Director right away and complete the **State Personal Assistance Services (SPAS) Self-Direction Employee Termination/Separation Form**. Submit the form to the SPAS Project Director with the employee's final timesheet within **5 days** of the employee's last day of employment. Keep a copy of the completed form for your records. A Separation Notice will be filed with the **Louisiana Works** (Formerly known as the **Louisiana Workforce Commission**).

Section VI: Sample Questions and Forms

On the following pages are samples of various documents that may be helpful. You may use them as they are presented here or you may alter them to address your specific situation.

Sample Screening Questions

- Are you at least 18 years of age?
- Do you have a Social Security number? (They must have one to be paid.)
- What days and hours are you available?
- Do you like and/or are you allergic to animals? (If you have animals)
- Do you have reliable transportation and/or a **valid** driver's license?
- Do you have experience providing support services?
- Do you have any limitations or restrictions regarding lifting weight?

Sample Interview Questions

- Do you have any questions about the job description or details I've shared?
- Is there anything that could prevent you from performing the job duties?
- What training or experience do you have that makes you a good choice for this position?
- What did you like least/most about previous jobs?
- How do you feel when given detailed instructions about how a task is to be done?
- Can you assist and support me in the community if it means going to places you care nothing about and have no personal interest in?
- I expect you to never drink alcohol or take drugs on the job and to never arrive "under the influence." Why, as my personal assistant, do you think that this would be important to me?
- When you have a conflict or disagreement how do you usually handle or resolve it?
- If you could not work when scheduled, what would you do?
- Is there anything I should know about your references before I call them?

Sample Questions to Ask References

- What was your relationship with the person?
- How long have you known the person?
- What are the person's strengths and limitations?
- How does she/he handle stress?
- Do you think she/he is honest and reliable?
- Do you think she/he would be good at this type of work?
- If the reference is a former employer, ask the following questions:
 - How long did she/he work for you?
 - Was s/he dependable? Was s/he on time for work? Was s/he able to work independently?
 - How often was she/he absent without notice?
 - How did she/he deal with handling money on the job?
 - Can she/he handle doing a wide range of tasks?
 - Would you rehire the person? If not, why?

Sample Job Description

DUTIES: The person in this position will assist the employer with activities of daily living. The employer is a 45 year-old man who has a physical disability, lives in his own apartment and uses a wheelchair. Specific activities include assistance with bathing, dressing, personal hygiene, toileting (includes bowel and bladder care), eating, transferring to and from the wheelchair, taking medications and range of motion exercises. The position also involves meal preparation, housekeeping, shopping, laundry and other household chores. The position requires a valid Louisiana driver's license, as the worker will drive the employer's adapted van occasionally.

EDUCATION AND EXPERIENCE: Nothing specific is required, though some experience providing attendant services in the home of a person with a disability is helpful.

SALARY RANGE: \$9.50 to \$11.50 an hour depending upon experience.

HOURS: 2 hours a day in the early morning, typically 6:00 to 8:00 a.m., and some weekend hours.

OTHER REQUIREMENTS: The person selected should be prompt, reliable, and able to work independently and have good personal hygiene. The person selected must submit to a criminal background check.

Good Ads:	Ineffective Ads:
Describe the interpersonal qualities you seek in staff	Use language that focuses on disability and limitations
Express positive attributes about you and the position you offer	Make the position sound like unpleasant work
Describe aspects of the job that are enjoyable and exciting	Fail to describe the intrinsic values of the job

Example:

Personal Care Attendant Needed

Seeking a kind, dependable, and respectful person to assist a 45-year-old man with activities of daily living. Duties include personal care, transferring, light housekeeping, meal prep, and occasional driving (must have valid Louisiana driver's license).

Hours: 6:00–8:00 a.m. daily + some weekends

Pay: \$9.50–\$11.50/hr (based on experience)

Must be reliable, clean, able to work independently, and comfortable with personal care. A good sense of humor and a calm, friendly presence go a long way here.

Sample Job Application

Name:		Position applying for:	
Address:		Phone Number:	
Highest Education Level completed and where:			
Certifications, Licenses, CPR?			
Other training or skills:			
Are you a US Citizen? If not, can you provide a Alien Registration Card?			
Work History			
Name of company:		From-To:	
Address:		Phone number:	
Reason for leaving:		Supervisor:	
Describe your job duties:			
Name of company:		From-To:	
Address:		Phone number:	
Reason for leaving:		Supervisor:	
Describe your job duties:			
Availability	Beginning time available	Ending time available	Hours per day available
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Signature of Applicant:			Date:

Sample Hiring Agreement

Parties: The parties to this agreement are _____ and _____. Both parties agree to assume the duties and the responsibilities of the employer-employee relationship as described in this agreement.

Place of Employment: Employee's duties shall be primarily carried out at the employer's Residence, but may involve local travel for medical appointments, shopping and similar purposes.

Hours of Employment: Regular days and hours shall be:

_____. It is understood that these days and/or hours may change. Any permanent change must be noted in writing and initialed by both parties.

Pay Schedule: Employer agrees to pay employee at the rate of \$_____ per hour. Payday will be on _____. Payment will be made by cash/check.

Employee Duties: Employee's duties are for the benefit of the employer only, not for other household members (unless otherwise contracted). The employee shall perform only listed duties on a regular basis.

Supervision: Supervision and direction of employee shall be the sole responsibility of the employer, unless otherwise agreed to in writing. Special medication shall be under the direction of a physician.

Expertise: It is understood that the employee has no special medical knowledge or skills unless otherwise stated in advance, and is not responsible for professional nursing service.

Termination: Either party may terminate this agreement with two weeks' notice in writing. Any wages and/or reimbursement due will be paid on termination if at the instigation of the employer and on the next regular payday if instigated by the employee.

Vacation/Sick Leave: Employee will request vacation time (not to exceed two weeks per year) at least two weeks in advance to allow the employer to arrange coverage. In the event that the employee is sick, he or she will notify employer at least one hour prior to the start of the shift, except in the event of an emergency.

Employer Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Sample Employee Evaluation Form

*The list will be unique to your situation

Employee's Name: _____ Date _____

Attendance/Dependability	Always	Usually	Sometimes	Rarely	Never
Does the employee report to work when scheduled?					
When the employee is late or absent, does he or she give enough notice?					
Does he or she give a good reason for being late or absent?					
Does the employee do the work to my satisfaction?					
Does the employee follow my instruction?					

Task Performance: How would I rate the employee on the following tasks?	1	2	3	4	5
Bathing					
Dressing					
Etc.					
How much supervision does the employee need for the following tasks?	None	Very Little	Some	Lots	Total
Bathing					
Dressing					
Etc.					

Next steps

- Does the employee need more training? _____
- Does the employee need to make changes in his/her performance? _____
- Is a change to the "Employee Procedures" needed? _____

Date of next evaluation: _____

Comments: _____