

# SELF-DIRECTION

## Recruiting



### RECRUITING SELF-DIRECTING EMPLOYEES

Before recruiting, you must know what you want your workers to do. You must consider the work to be performed and the knowledge and skills a person needs to have in order to be able to perform that work. A sample job description is included at the end of this section. Finding the right worker takes time. How much time depends on your needs and how well you have planned. Use all the resources available to you. Think about whether you want to use friends or family members. Using people you know can make the process easier, but it can also be tough on your relationships. Recruiting can be divided into several areas.

#### WRITING A JOB DESCRIPTION

A well-written job description will help you screen and interview people. It will help you make sure that your potential attendants are comfortable with all aspects of the job. List in the job description the skills and experience you want attendants to have. State other capabilities you want in caregivers, such as physical strength, cooking skills, etc.

#### INTERVIEW QUESTIONS

Once you have some responses to your job ad, you will want to choose people to interview. Interviews should be face-to-face meetings, consider where and how they will happen. If you do not want strangers coming into your home, consider a public place such as a restaurant or library. You may also want to have a family member or friend present. Prepare questions in advance you want to ask and bring the job description so they can get a good understanding of the position.

#### MAKING AN OFFER

When you identify someone you'd like to hire as an employee, call to let the individual know you want to hire him or her for the job and restate what the job pays. Be sure to have them complete all necessary paperwork as required by Palco and let them know the start date will be set once you have an official good-to-go from Palco.

#### POSTING A JOB AD



The job description you develop becomes the foundation for your job listing. The primary purpose of a job listing is to identify people who are both qualified and interested in doing what you need done. A well-written listing can help screen out people who do not fit your needs and save you time up front.

Consider creative ways to post your job ad and attract the most qualified candidates. Location ideas include, colleges and hospitals, job service centers, social media, local publications and newspapers, bulletin boards and word of mouth with family and friends.

#### CHECKING REFERENCES

If you wish to proceed with an applicant you've interviewed, you will need to check their references. To check references, call the people listed as references and ask about the applicant.

Some good questions you might ask are:

- How do you know the applicant and for how long have you known them?
- Have they worked for you previously and when?
- What are the applicant's strengths?
- What are the applicant's weaknesses?
- Would they rehire this person?



When you are ready to move forward with the enrollment process, contact Palco and an Enrollment Coordinator will connect with you to make the process as easy and seamless as possible!

# JOB DESCRIPTION

Sample



**DUTIES:** The person in this position will assist with activities of daily living. The employer is a 25-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 Arkansas driver's license, as the attendant will drive the employer's adapted van occasionally

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

**A. Be dependable, be ready to work at the agreed-upon time.**

1. If you need to be absent for any reason,
2. Please give a minimum of 48 hours notice for the employer to make other arrangements.
3. If you are unable to be on time, call as soon as possible.
4. If you plan to arrive more than one-half hour early, please phone ahead to find out if it is acceptable to do so.
5. Be responsible.
6. Be able to work independently

The employer wants to trust you to do your work unsupervised. This means the employer does not want to have to be with you every minute

**B. Be observant, motivated, self-starting and pay attention to details.**

**C. Do not leave work unfinished or for someone else to do. Do what is your responsibility to do.**

**D. Sanitation and hygiene**

1. Good health begins with cleanliness. Please wash your hands with soap before handling kitchen items and preparing food and after using the toilet, including when you assist the employer

**SALARY:** \$11.25 per hour

**BENEFITS:** This position does not include paid vacation, paid sick time or health insurance, but covers workers' compensation.

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

**OTHER REQUIREMENTS:** The person selected must submit to a criminal history check, APS and CPS check.

