



CREATING A CONTRACT

Having a written agreement with your worker helps clarify roles and responsibilities, minimizing potential conflicts or misunderstandings later on.

Below are some examples that you might consider including in your contract. Additional details may be necessary based on the specific support needs of the individual.

When and where

- Dates and times of work
- Location of work
- Method of travel

Salary

- Hourly pay or flat rate
- Dates of pay and frequency
- Method of payment ex: email transfer, cash, cheque

Goals for the person being supported

- Learning goals
- Skill development
- Socialization
- Safety
- Participation

Expectation of the worker

- Recording hours worked
- Cancellations
- Maintaining safety
- Respecting personal and cultural customs
- Personal liability
- Notice of resignation

Our goal is to help caregivers make informed choices about independent support workers. Respite Now is not responsible for any choices made based on the information provided.

Visit www.communitylivingontario.ca/resources to learn more.

RESPIRE NOW

Caregiver Tip Sheet



We fully understand that locating the ideal candidate demands significant time and careful planning. To assist you in this process, we have compiled a set of useful tips to consider while searching for your perfect match.

WWW.RESPIRE-NOW.COM



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IDENTIFYING YOUR NEEDS

Before initiating your search for the ideal candidate, it is essential to reflect on your specific needs. Consider the following examples:

What tasks do I expect from this worker?

- Instruct on essential life skills like snack preparation, laundry, and using public transportation
- Participate and engage in programs and activities
- Provide personal care, including hygiene assistance and feeding support

What is my budget?

- What is the amount that I am willing to pay my worker?
- What level of experience do I desire?
- Should I compensate with an hourly wage or a flat fee?
- Will I cover mileage if my worker is required to participate in community activities?

When and where will this work occur?

- During the daytime, in the evening, or on weekends
- Is this a recurring support request?
- At my home, the worker's home, or within the community

What qualities am I seeking in a worker?

- Do I require prior experience? If yes, to what extent?
- What educational background and credentials are necessary?
- What specific traits do I desire in this worker?
- How will I determine if this worker aligns well with my needs?

HOW TO SCREEN YOUR WORKER

We understand that selecting the perfect worker can be challenging. When you have multiple candidates that catch your eye, it's important to take your time to thoroughly evaluate them beforehand. Here are some useful tips to assist you in the process. Remember, additional steps and considerations may be needed to ensure you find the right match.

Collect relevant information

- Gather resumes, credentials, and references
- Reach out via phone to discuss the specifics of the support request, including salary, location, dates, and support requirements

Schedule a meet and greet

- Pick a location that feels right for you
- Ask them questions such as: 1) How does your experience/education relate to the needs of the individual seeking support? 2) What do you enjoy about this type of work? 3) What do you find challenging about this type of work? 4) Where do you see yourself in 5 years? 5) What would expect from me if you were hired?

Check references & finalize your decision

- Contact References and ask questions such as: 1) How do you know this person and for how long? 2) Please describe the quality of their work? 3) Is there anything I should know before hiring them? 4) If you could, would you hire them again?

