

CSIL

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Spinal Cord Injury BC

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Today's session

- The Employer Package
 - Phase 1 & 2 (setting up the client support group)
 - Setting up the bank account
- Completing your monthly financial statement
- Creating staff options that work for you
 - Know what your looking for
 - Creating job descriptions and advertising
 - Employment contract
- Hiring/training/guidelines/dismissal
- Employment standards



A bird's eye view

Your Employer Package

Phase I Package

1. Two copies of the CSIL agreement
2. Direct deposit forms
3. A sample copy of a monthly financial statement and blank form(s)
4. A budget

Phase II Package

1. Two copies of the CSIL agreement forms
2. Direct deposit forms
3. A sample copy of a monthly financial statement and blank forms
4. Notice of Address of the Society
5. List of the First Directors
6. Bylaws Modification Form
7. Constitution

Your Employer Package

- Your CSIL Agreement
 - Term of agreement
 - \$\$ you will receive every month
 - Your responsibilities
 - Surplus allowed
 - Etc.

Read through the entire contract before you sign it

Carefully

Return completed forms

Your Employer Package

Opening a bank account

- ✓ CSIL funds must be kept separate from your personal funds.
- ✓ You cannot use CSIL funds for anything other than approved CSIL expenses.
- ✓ You—your representative or appointed person or persons from
- ✓ Tips??

Monthly Financial Statement

- ✓ Documents Checklist
- ✓ Bank Reconciliation
- ✓ Monthly Financial Reconciliation
- ✓ Surplus Funds Calculation
- ✓ Summary of hours and staff

Step 1: Be clear who and what you're looking for!

- ✓ Is there a particular kind of personality that you're comfortable with?
- ✓ What kind of experience do you want your assistants to have?
- ✓ What other qualities or skills are important to you?

	Absolute Must	Preference	Not As Important
Qualities			
Outgoing			
Tidy			
Experienced			
Physically strong			
Skills Assets			
Cooking			
Driver's License			
Vent training			

Step 2: Create a job description

A good job description will:

- ✓ 4 summarize the information in your Supported Lifestyle Plan
- ✓ 4 give employees clear information on job duties and expectations
- ✓ 4 list the skills, experience or personal qualities you're looking for in an employee
- ✓ 4 act as a guide for you to evaluate applicants' suitability and current employees' performance.

Use your Lifestyle Plan

Review your plan and summarize the tasks into a shorter and simpler format.

1. time of day (morning, afternoon or evening) and/or
2. type of task (personal care, safety maintenance activities or specialized health care).

Employee Guidelines

- These go beyond job duties
- ID expectations about behavior, communication, use of your property
- whatever's important to you.

Some guidelines to think about!

✓	Guideline	✓	Guideline
<input type="checkbox"/>	Communication and respect	<input type="checkbox"/>	Days off
<input type="checkbox"/>	Tardiness	<input type="checkbox"/>	Tidiness
<input type="checkbox"/>	Security	<input type="checkbox"/>	Home phone use
<input type="checkbox"/>	Confidentiality and gossip	<input type="checkbox"/>	Your personal business
<input type="checkbox"/>	Liability of the employer	<input type="checkbox"/>	Borrowing money
<input type="checkbox"/>	Drinking and drugs policy	<input type="checkbox"/>	Employee's visitors
<input type="checkbox"/>	If you are sick	<input type="checkbox"/>	If I am working
<input type="checkbox"/>	Use of my personal van	<input type="checkbox"/>	Don't leave without informing me

Creating an Employment Contract

- Required information:
 - job duties
 - hours of work per day and per week
 - wage rate

Plus!

Creating an Employment Contract

- information on how you pay out vacation pay
- a sick days policy
- pay days
- a length of training period and probationary period
- reasons for termination and termination notice
- other job requirements, such as criminal or medical record checks
- employee performance evaluation schedules
- a list of other documents that are part of your agreement, for example your
- Employee Guidelines or an Oath of Confidentiality

Sample Employment Contract

January 23, 2010

Paul Smith
333 W. 23rd Avenue
Terrace, BC V3T 3C5

Dear Paul:

This letter offers you the job as one of my Personal Assistants, starting March 1/10. Below, you'll find details about the position and the documents that are part of this Employment Contract. Please note that this offer of employment depends on positive medical and criminal records checks.

Work Schedule

To start, your shifts will be Monday to Friday from 6:30 a.m. to 9:30 a.m. 3:30 p.m. to 5:30 p.m.

Salary

Your monthly salary is \$1850 and will be paid on the 15th and the last day of each month.

Training and Probationary Period

I have a five-day paid training period for new staff. This is a chance for both of us to ensure we can work well together. After a successful training period, you'll begin the probationary period that ends three months after you are hired. At this time, you'll have a performance evaluation. If I feel there are significant problems in your performance, your employment may be terminated at that time, without termination pay.

Termination

Where I consider termination for "just cause" to be the only option, I will follow Employment Standards regulations on the amount of termination pay you are owed based on your employment. Examples of termination for just cause are: repeated poor job performance in spite of written or verbal notice of the problem, theft or coming to work intoxicated.

Performance Evaluation

I give all staff short performance evaluations after the probationary period and then every 6 months thereafter. It's a way for both of us to discuss strengths and areas for improvement.

Sick Days

Unless it is an emergency, both you and I must give at least two days notice of absence or a change of shifts.

Requirements

Please provide me with your completed TD1 form by March 1/10.

By signing below, you agree to the conditions laid out in this letter, and in the attached Job Description and Employee Guidelines.

Thank you, and I look forward to working with you,

David Yee

Signature _____

Example

Ok what about family members?

- Yes you can pay family members

BUT

- family member must follow all policies and procedures that apply to CSIL services
- and cannot be your representative or a member of your Client Support Group.

It's time to advertise

- A description of the job and experience and/or qualifications you are looking for
- When the job begins
- The days or hours of work per week
- The general location where you live, e.g., Surrey, Abbotsford

It's time to advertise

- A request for resumes
- Your contact information
- If you have space in the ad, tell people something about yourself to reveal some of your personality.
- Anything else that's important about the job

Short Example:

Female with a disability, living in Vancouver, requires a female home support assistant weekdays. Experience preferred, knowledge of ventilation care and cooking experience required. Email resume to jennifer@gmail.com

Long example:

I'm a 25-year-old man with Cerebral Palsy, living in Kitsilano, looking for a home support assistant.

I need someone to work part-time on weekends. The job involves assistance transferring and bladder/bowel routines. I prefer someone with experience in personal care, but I can provide training to someone who's willing to learn.

I pay \$18 hour, and I'm a fair, respectful employer. I'm looking for someone who's flexible and reliable. You should also live fairly close to the Kits area so getting to work on time won't generally be a problem. And, I am a non-smoker.

Please email your resume and availability to me at bob@gmail.com. I usually receive many applications for positions, so cannot respond to everyone who applies. I will get in touch with you if I would like to arrange a time for a phone pre-interview. Thank you.

Screening candidates!

Divide the resumes into three categories

- Potential: to contact for phone interview
- Review again: needs further consideration
- Not suitable: not to be considered for the job, but to be kept on file for future reference

Then look at:

- Cover letter
- Related experience
- Changing jobs
- Gaps in employment history

Time to interview!

1. pre-interview by phone

Summarize the job

- your specific health needs
- the main personal care tasks you need done
- hours per day and/or time of shifts
- salary.

Time to interview!

- Ask the person if they have assistant experience
- Ask questions that will draw out personal information to help you form a picture of their personality.
- ask about things that are a must for you, rather than waiting for the in-person interview. For example, must the person be a nonsmoker? Be physically strong? Live near you?

In-person interview

Information you should provide first:

- Begin with the job description
- Mention other job requirements.
 - let the person know the length of your training period
 - If hiring is dependent on it.

In-person interview

Information you should gather

- Why would you be suitable for this job? What skills do you bring to the job?
- Tell me about a good employer you have had. What worked for you?
- If you were working in this position and something was bothering you about the working environment, what would you do about it?
- If you do overnight shifts for me, will you be able to wake up to do something for me and then get back to sleep?
- If there anything that would limit your ability to do everything in the job description?
- What level of training and experience do you have providing intimate personal care including providing peri-care, showering, changing sanitary pads, and Attends?
- What is your understanding of personal confidentiality?
- What do you look for in an employer?
- If you are hired, how long are you willing to commit to this job?
- Are you a flexible person?
- What are your hobbies and interests? This is a personal question, but it will help me to know a bit about you and see if we have common interests.
- What days and times are you available? Are you willing to work split shifts?
- Are you willing to accompany me on outings?
- I'm not a "morning person," so I'm a little grumpy when I get up! Are you able to handle a less-than-perfect mood from time to time and not take it personally?
- Would you feel comfortable driving me in my minivan?
- Have you had any driving infractions?
- Would you be willing to join my on-call backup list?
- Can I pass on your name and phone number to other people on CSIL?
- When are you available to start working?
- Do you have any final questions before we end this interview?

But you cannot ask!

- an applicant's age
- an applicant's religious faith
- if the applicant is pregnant or planning a pregnancy

BC Human Rights Tribunal, Human Rights Code Page

http://www.bchrt.bc.ca/human_rights_code/default.htm

Extra things you will/should ask:

1. Always check references - need consent
2. Criminal record check
3. Medical record check
4. Driving record check
5. Out of Confidentiality

Last items in the hiring process!

1. Prepare an Employment Contract for the potential employee.
2. Ask them to read and sign the Employment Contract.
3. Create new paper files for the employee, including:
 - Employment Contract
 - TD1 information
 - Application form
 - Any other documentation you've gathered on the employee.

Training

