

Writing a Job Description

When writing a description of the tasks for which you require assistance, describe the level of assistance required, skill & physical requirements, frequency, days) and time(s) of days, and approximate length of time for the tasks or activity.

These are examples only.

Tasks	Level of Assistance	Skill/Physical Requirements Personal Characteristics	Frequency	Length of time
Bathing	Help with reaching area	Reaching and Bending	3 times per week	30 minutes
	Help with washing hair	Stooping		
	Stand-by			
Dressing	Help with shoes and socks	Stooping, bending	Daily	15 minutes
	Buttoning & fastening	Finger dexterity		
	Getting clothes out			
	Total Assist with both dressing and undressing (Will choose own clothes)			
Assistance with Bathroom Transfers	Helping in and out of Tub	Support 125 pounds	3 times per week	5 minutes
	Using mechanical lift	Ability to operate lift	4 times daily	5 minutes
	On and off toilet		4 times daily	5 minutes

Tasks	Level of Assistance	Skill/Physical Requirements Personal Characteristics	Frequency	Length of time
Bladder Care	Emptying and cleaning Foley bags	Knowledge and skill in proper techniques	3 times weekly	30 minutes
	Changing Foley bags	Knowledge & skills in proper techniques		
	Changing pads or briefs			
	Making sure body areas are clean and dry			
	Inspecting body skin for breakdowns or irritations			
Bowel Care	Assisting with bowel stimulation program	Knowledge and skill in proper techniques	2 times weekly	10 minutes
	Inserting suppositories		as needed	
	Changing pads or briefs		2 times daily	5 minutes
Transfers	In bed from chair – Out of bed to chair	Knowledge and skill in proper techniques	2 times daily	
	In and out of vehicles		3 times weekly	
	Moving from one place to another		4 times daily	

Tasks	Level of Assistance	Skill/Physical Requirements Personal Characteristics	Frequency	Length of time
Exercises/ROM Program	Following Prescription	Ability to follow directions	Once a week	30 minutes
Meal Preparation	Preparing simple meals – sandwiches, soup, etc.	Knowledge of low-fat, low-salt dietary requirements	2 times a day	15 minutes
	Preparing special dietary meal plans	Knowledge of diabetic dietary requirements		30 minutes
Housekeeping Laundry	Dusting Sweeping Mopping Vacuum	Stooping, reaching, bending	1 time a week	1 hour
	Cleaning Kitchen		4 times a week	45 minutes
	Cleaning bathrooms – scrubs tub and sink		One time a week	30 minutes
	Sorting laundry Washing and dries clothes Folding items Putting items away		One time a week	2 hours
Grocery Shopping	Making List	Ability to read and write	1 time a week	2 hours
	Shopping for items	Ability to count change		
	Paying for items			
	Bringing items			

Tasks	Level of Assistance	Skill/Physical Requirements Personal Characteristics	Frequency	Length of time
	into home Puts items away			
Correspondence Finance	Paying bills		2 times a month	30 minutes
	Balancing checkbook	Ability to reconcile a checkbook	1 time a month	30 minutes
	Taking a deposit to the bank	Trustworthy	1 time a month	1 hour
	Writing letter	Spelling, Grammar	1 time a week	30 minutes
	Scheduling Appointments		2 times a month	15 minutes
Transportation	Medical Appointments	Has valid OK drivers license	1 time a month	1.5 hours
	School		2 times a week	30 minutes
	Social		2 times a week	1 hour

Job Description Template

Tasks	Level of Assistance	Skill/Physical Requirements Personal Characteristics	Frequency	Length of Time

Telephone Screening Tool

Screening applicants by phone will save time by eliminating those that do not qualify for the job. When the applicants call to inquire about the job or to set up an interview, ask them about their qualifications and give a brief description of your service needs.

Ask the applicant if he/she has about five minutes to answer some questions and if the screening goes well set up an interview time.

Brief Description of Job

Give the applicant the specific hours of work. _____

Sample Questions

Is there anything I described that you cannot or will not do?

- | | | |
|---|------------------------------|-----------------------------|
| Are the hours workable for you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you at least 16 years of age? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a Social Security Number? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you like and/or are you allergic to animals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you mind working in a smoke-free environment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you mind working in a smoke-filled environment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there any reasons you would not be able to travel to my neighborhood? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a valid driver's license? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have experience providing Personal Assistance Services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you mind assisting me in bathing, toileting, and dressing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you are interested:

When can you come in for an interview? Date _____ Time _____

If you are not interested:

Thank you for your time. I appreciate your interest in this job. I'm also telephone interviewing other applicants at this time. If you are one of the applicants chosen for a face to face interview, I'll call you. (Get phone number _____)

Face to Face Interviewing

Steps:

1. **Prepare** for the interview. Review job description requirements. Write questions.
2. **Tell** the applicant
 - About the job and the hours needed. General information about the CD-PASS services, wages and benefits (if any) offered.
 - That you will be asking him/her some interview questions
 - That you will give him/her an opportunity to ask questions afterward
3. **Ask** the interview questions. Start out with general questions.
4. **Ask** the applicant if he/she has any questions.
5. **Tell** the applicant what the next steps will be. (Background & reference checks)

Sample Interview Questions

- ◆ What did you like about your last job? (General)
- ◆ What do you consider your greatest strengths (General)
- ◆ How has your past work experience provided you with skills that could be applied to this position? (Work history)
- ◆ What kind of training do you have that relates to this position?
- ◆ Have you had any experience in caring for a person with disabilities, specifically (state your disability)? (Work history)
- ◆ This job has some physical requirements such as heavy lifting and bending. Do you need any accommodations in order to meet these requirements? Is there anything on my list of tasks that you cannot provide? (Work Capacity)
- ◆ Describe your understanding of how to prevent the spread of germs? (Work knowledge)
- ◆ Have you had any formal training on changing Foley bags? (Work knowledge)
- ◆ I have a condition that requires me to eat a special diet. Are you familiar with or are you willing to learn how to prepare special meals for me? (Work knowledge)
- ◆ Do you smoke or are you opposed to working with someone who does smoke? (Employee Relations)
- ◆ Do you have allergies to pets? (Employee Relations)
- ◆ Have you ever had a position in which you were entrusted with handling cash?
- ◆ What would your former supervisor say about entrusting you with cash? (Honesty)

- ◆ What would you consider to be good reasons to be absent/late for work?
(Employee Relations)
- ◆ If you are selected for this position, when could you start work? (Employment)
- ◆ Are you willing to work a flexible schedule? If I had an emergency, would you be able or willing to come over to my house?

Reference Checking

Applicant

Name _____

Date _____

Reference

Name _____

Tell the reference: "I am considering hiring _____ as a Personal Services Assistant to work in my home. He/She has given your name as a reference. Please answer a few questions for me."

1. In what capacity do you know the applicant/how long?

2. What are his/her strengths and limitations?

3. How does she/he handle stress?

4. Do you think he/she is honest?

5. Would you trust him/her to have keys to your house and car?

Yes No

6. Would you trust him/her to handle cash?

Yes No

7. Do you think he/she is reliable?

Yes No

8. Do you think he/she would be good at this type of work?

Yes No

9. If this is a former employer ask:

A. How long did he/she work for you? _____

B. Was he/she dependable? Yes No

C. Was he/she on time for work? Yes No

D. Was he/she able to work independently? Yes No

E. How often was he/she absent without notice? _____

F. How did he/she deal with handling money on the job? _____

10. Knowing what you know about the person, is there any reason that this person should not work in my home as a Personal Service Assistant? Yes No

Sample Newspaper Ads

Help Wanted for older adult female. Light housekeeping, meal preparation, personal care, 20 hours a week. Reference required. Call (918)555-1224 between 10:00 a.m. and 6:00 p.m.

Part-time skilled Personal Services Assistant sought for weekday mornings. Non-smokers only, 15 hours per week. Contact Brad at (918)555-1532

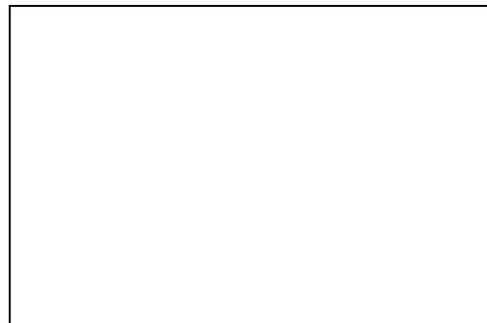
Personal Services Assistant

Female with disability needs dependable, intelligent personal services assistant female to assist with daily activities. Must be able to drive, perform light housekeeping and prepare simple meals. Twenty hours per week. \$7.00 per hour. References required. Contact Connie at (918)555-2333.

Equal Opportunity Employer

Mature responsible female student needed to assist disabled student with self-care activities, transportation, and meal preparation. Weekday mornings. Fifteen hours a week. Pleasant surroundings, must like dogs. Call Maureen at (405)555-1234.

Assist man with a disability with daily activities. Must be able to drive and cook. Four hours per day. References required. Contact Rudy at (405)555-2222 weekday evenings.



EMPLOYEE EVALUATION FORM

Name: _____

Date of Hire: _____

Date of Review: _____

Date of Last Review: _____

Rating System: 1 = Unsatisfactory; 2 = Needs Improvement

3 = Satisfactory; 4 = Exceeds expectations

5 = Significantly exceeds expectations

1. Quality of Employee's work _____

Comments _____

2. Attendance _____

Comments _____

3. Takes initiative to complete assignments _____

Comments _____

4. Responsive to changing work requirements _____

Comments _____

5. Overall performance rating _____

Comments _____

Areas of Strength:

Areas for Improvement:

Employee's Comments:

Date: _____

Employee's Signature

Date: _____

Employer's Signature