



**ABLE NANNIES AND CAREGIVERS**

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**WHAT IS A CAREGIVER?** A caregiver is someone who comes into your home to provide essential nourishment, loving care and encouragement required for your precious loved ones while you are away from home. In addition to childcare a caregiver also cares for the elderly and disabled, providing the necessary care to remain in your own home, as well as provide daily companionship. You can also expect your caregiver to perform light housekeeping, such as: kitchen duties, some or all meal preparation, bed making, laundry and general tidying. These caregivers provide in your absence the much needed quality care.

**DO THEY LIVE WITH YOU?** It depends on whether you choose a live in or a live out caregiver. If you choose a live in caregiver you are required to provide the caregiver with a private bedroom with a door that locks and a window. TV's or telephones are not required.

**DOES IT TAKE LONG TO HIRE AN OVERSEAS NANNY?** No! You are receiving a long-term placement. The average processing time is 4-6 months depending on the country that you choose your caregiver from. Local placements take less time to process, however you are subject to availability with local placements. Employers are now required to pay for airfare for live in caregivers coming from abroad. You can book your caregiver to Canada by using Air Miles if you like.

**BUT IT MUST BE EXPENSIVE!** Live in caregivers from overseas start their employment with you at the current provincial minimum wage, less room and board expenses, local live in caregivers are paid according to the local market demand and their experience. Live out caregivers are usually paid hourly, depending on your position and their experience. Please consult with a staff member at Able Nannies for their current rates.

**HOW DO I APPLY FOR OUR CAREGIVER?** Simply telephone or email Able Nannies and someone from our office will be more than happy to assist you with your childcare /elderly and or disabled needs.

**DO I HAVE A CONTRACT WITH THE CAREGIVER?** Yes, Able Nannies will assist you with this, the contract must outline the terms and conditions of employment, duration, hours of work, agreed salary, overtime if applicable, and transportation costs to Canada if you're hiring from overseas, health care and terms of resignation and termination.

**ABLE NANNIES HAS BEEN IN BUSINESS SINCE 1983, PLACING QUALIFIED CAREGIVERS  
IN HOMES JUST LIKE YOURS!**



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### **PROCEDURES TO HIRE A LIVE IN - CAREGIVER - Please Read Carefully**

- 1) Contact Able Nannies and Caregivers to assist you in the selection criteria and to discuss the best options for your family.
- 2) Review a selection of caregivers and discuss with Able Nannies which choice would be best for your family.
- 3) Able Nannies has engaged the services of an Immigration Consultant who will work together to ensure that the processing of your paperwork gets processed in a timely and efficient manner.
- 4) The processing time can vary, but expect 3-5 months processing when hiring a local caregiver, this means the live in caregiver cannot begin employment, live in your home, volunteer or work in any way for your family, and 6-8 months when hiring someone from overseas. It is important to have the correct paperwork to hire your caregiver or this can cause serious delays with the government processing.
- 5) We also offer caregivers live in on open permits, however, they are very limited in availability and can be at a higher rate, but they can engage in employment immediately.
- 6) Please contact Able Nannies regarding the required fees for our services - please note there are new fees payable to Service Canada as well in regards to your process - see last page of Family Application

### **WE REQUIRE THE FOLLOWING DOCUMENTS TO PROCESS JOB OFFERS FOR FAMILIES HIRING A CAREGIVER UNDER THE LIVE IN CAREGIVER PROGRAM**

**Payroll deduction tax number.** If you do not have one, we can assist you with this process, if you already have a number, please forward us a copy of your remittance slip. You can apply for a CCRA number on line at [www.cra.gc.ca](http://www.cra.gc.ca) if you've never had a number before, or we can assist you with this.

**NEW MANDATORY REQUIREMENTS:** If you are hiring a caregiver on the "Live in Caregiver" program from **overseas**, you are **REQUIRED** to advertise your job on the Service Canada Job Bank for 14 days to verify if there is not a Canadian Citizen/Landed Immigrant available to do your job. We can assist you with this process but require your Statement of Account from Revenue Canada if you currently have a payroll number for your nanny. The job bank takes several days to process your advertising so the sooner this is posted the better. Service Canada also has a new mandatory fee to process all foreign worker applications which is \$1000.00. This is above any fees paid to our agency.

#### **FOR ALL LIVE IN CAREGIVER JOB OFFERS WE REQUIRE**

1. **Notice of Assessment** for the previous tax year. You can obtain this document by calling 1 800 959 8281. Please call Revenue Canada now and request this document ASAP as we require this proceed with your processing.
2. **Long form birth certificate** - showing the parents names. Or birth certificates, passport or other official proof of date of birth for elderly care.
3. **Power of Attorney** - if you are acting on behalf of an elderly client we require your Power of Attorney

You will also be required to register yourself as an employer with Workers Compensation. You will need to call them to register, or you can do this on line at [www.wcb.gc.ca](http://www.wcb.gc.ca) once you have your Payroll number. (We suggest you do this after you've hired a caregiver, prior to the caregiver starting employment)

If you have previously hired a live in caregiver in the past you may be asked by Service Canada to perform a "Compliance Report" showing proof of wages paid, and other requirements.

Able Nannies will keep you informed regarding the status of your processing with your government paper work. All documents will be mailed directly to you and you will be required to supply our office with a copy in order to process your papers in an efficient manner.

Should you have any questions regarding the procedures, please do not hesitate to contact our office at any time and one of our staff will be happy to assist you.

## **GENERAL GUIDELINES FOR A LIVE IN OR LIVE OUT CAREGIVER**

**ACCOMODATION:** Your caregiver will require a warm, comfortable room with a door that has a lock and an outside window. This room should not be an access to another room in the house or a place where you store your personal belongings. It is not necessary to have the room equipped with a TV or telephone or Internet, although some local caregivers may negotiate this. Please note, that if you have a self contained suite ie: your caregiver has her own kitchen and bathroom, you are required to give one months notice in the event of termination for the caregiver to vacate your home.

**DAYS OFF:** As set by Employment Standards, your caregiver is entitled to two days off per week. These days off do not have to be weekend days. Your caregiver is also entitled to Statutory Holidays and 4% holiday pay as set by Employment Standards.

**DUTIES:** Your job description will depend on your individual position, childcare/elderly care or disabled care and their specific needs is number one priority, and you can expect the caregiver to assist you with housekeeping, laundry, and general tidying. A live in caregiver is not required to do household maintenance, lawn cutting and car washing. Please consult with Able Nannies if you have any questions.

**MEDICAL COVERAGE:** Your caregiver is entitled to BC Medical after they have been in Canada for 90 days. When your caregiver arrives from overseas we will provide you with an application form. It is your responsibility to pay for the medical coverage for the first 90 days your caregiver is in Canada. If you wish to pay for the Medical after a period of time you can do so as an incentive. Contact your local insurance agent or BCAA to inquire about short-term coverage.

**PAYROLL:** Overseas caregivers generally begin employment at the current Minimum Wage; please consult with Able Nannies regarding the current wage. Local caregivers are paid based on experience, and your job requirements, ie: hours and how many children they may care for. Able Nannies will assist you with your payroll needs. It is your responsibility to track the caregiver's hours of work, and the caregiver is entitled to overtime pay after 40 hours of work per week.

**AIRFARE:** If your caregiver is coming from overseas, it is your responsibility to pay for the caregiver's airfare to Canada.

**MAKE SURE YOUR CAREGIVER IS ABLE!**