

## Finding the right match when hiring a Personal Care Assistant

Finding the right person to hire is not easy, but with some planning, you will save time and have more success in the end.

- 1) Make a list of what the worker will be doing during each shift.
- 2) What are the hours you want them to work - is it the same each day?

With this information, write a job description so they will understand their job and what you expect of them. Do you need them to assist with personal grooming, cooking meals, grocery shopping, etc?

Think about the characteristics of people who best support the person who is needing to hire a new worker.

- 2) Who enjoys time with the person?
- 3) What personality traits do these people have in common?

The most important thing you can do to improve a person's quality of life is to make a good match between them and the support worker. They should have compatible personalities and should like each other.

To save time, pre-screen the applicants over the telephone. Explain the job tasks on the job description. This will help the applicant decide if this is a job they think they would like.

Sample:

- 1) Why are you interested in this kind of work?
- 2) What experience or training do you have?

At this point, you can call them back or set up the next interview. The second interview may be at your home or a location in the community, such as the library. If you are in Topeka, you may use the Life Patterns office during our business hours.



# Kansas Personal Care Directory

The Kansas Personal Care Directory is an online resource that provides a comprehensive, up-to-date list of personal care and respite workers who are ready to provide care.

- For KanCare members – contact your case manager or KanCare care coordinator for your free access code.
- For all others – try the Kansas Personal Care Directory FREE for 24hrs at [www.RewardingWork.org/Kansas](http://www.RewardingWork.org/Kansas)

\*\*\*Please note that job candidates listed in the Kansas Personal Care Directory have NOT been screened in any way and their backgrounds have NOT been checked. That is your responsibility as an employer.

## EMPLOYEE REMINDERS

Please remember that an employee cannot begin working until:

1. All paperwork is turned in and filled out correctly.
2. Background checks are completed and approved.
3. A worker ID has been issued (except for Limited Licenses).

Regarding the employee paperwork, the I-9 **CANNOT** be faxed, emailed or scanned. **We must have the original form.**

Please have your employees notify us if their address has changed recently. Or if an employee is no longer working. We will be sending out W-2's after the first of the year, and will need to have current addresses.

## Workers' Compensation Election form REMINDER

*You should have received a worker's compensation form in the mail. If you have not already, please return this election to Life Patterns as soon as possible. Each employer has always had worker's compensation insurance; the only reason for the form is that our agreement with the State of Kansas requires that we document the employer's election. Life Patterns highly recommends that you elect coverage. Regardless of your election, there is no change in the maximum pay rate to your employees. Please do not hesitate to call the office if you have any questions or concerns.*

## Please help us welcome our newest addition to LIFE PATTERNS, INC



Sarah joined Life Patterns in June, 2017 as a Program Coordinator for individuals covered under Sunflower's IDD waivers, after 5 years of teaching preschool. Her love of people, both young and old, gives her the enthusiasm it takes to connect and assist with anyone's needs or concerns.