



Tips For Hiring A Personal Care Assistant

Presented By

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Presentation Overview

- o Understanding Your Wants and Needs
- o Developing a Job Description
- o Screening Applicants
- o Interviewing
- o Making a Decision



Needs and Wants

- o What are you looking for in a PCA?
Qualities?
- o Must Haves vs. Would Be Nice
- o Position being advertised
 - o Tasks PCA Will Do
 - o Days / Times Needed
 - o Any Requirements

TIP:
Use the
Job Description
Worksheet

Job Description

- Describes the responsibilities or duties of the job and any qualifications;
- Created based on individual needs and hours listed or shift;
- Clearly states what is expected; and
- May change over time – important to **communicate!**



Job Description

- o Position
- o Supervised By
- o Summary of Work
- o Qualifications
- o Responsibilities or Duties
- o Schedule
- o Salary



Tip:
Use Sample Job Description

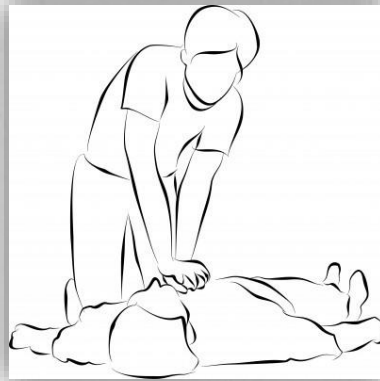
Job Description

- o **Position** The title of the job (EXAMPLE: Personal Care Assistant)
- o **Supervised By** Who makes decisions and has responsibility for the employees
- o **Summary of Work** A general description of the position (EXAMPLE: Provide support with tasks of daily living.)



Job Description

- o **Qualifications** Is important to being a good employee (dependable), certifications or other experience requirements (CPR Certified, valid driver's license) or physical requirements (ability to lift).



Job Description

- o **Responsibilities or Duties** List specific tasks such as assistance with undressing, assistance with toileting, assistance transferring using a lift, positioning in bed
- o **Schedule** Specify days and times the employee is expected to work
- o **Salary** Provide information regarding hourly rate and/or benefits



Screening

Your first conversation with a potential employee is important! Suggestions are:

- o **Provide** hours, rate of pay and important information and qualities
- o **Explain** your needs clearly – give details about the responsibilities of the position, your disability and support needs



Screening

- o **Listen** to what the callers say on the phone
 - do they mention some of the qualities you are interested in?
- o **Ask** if they are still interested – if they are, set up an interview or say you will call back if interested.

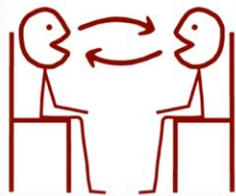
Tip:
Use Sample Screening
Questions



Interviewing

- o Decide to interview only the people that best match your qualifications in your job description
- o If you are new to the interview process - ask someone familiar with your interests and support needs to sit in the interview too

interview



Tip:
Use Sample Interview
Questions

Interviewing



- o **Describe the Position** give enough detail about the position - Give the person a copy of the job description for that particular position;
- o **Ask Interview Questions** ask everyone the same questions. Have the list in front of you and write down the answers;
- o **Ask Them To Fill Out Application** ask only if interested.

Practice First



Decisions, Decisions

- o Was the person you interviewed on time? If not, why?
- o Were they dressed and groomed nicely?
- o What did they do when they met you?
- o Did they seem interested in the job or was it more just “a job”?
- o Did anything make you concerned or make you uncomfortable?



Decisions, Decisions

- o Did they talk in detail about the tasks of the position, and if they were uncomfortable with any part of the tasks?
- o Do they have reliable transportation, or did they mention any barriers that might prevent them from doing the job?
- o Review interview question responses and rate if needed – **Make a decision!**



Sample Resources

- o Job Description Worksheet
- o Sample Job Description
- o Screening Questions
- o Interview Questions
- o Interview Rating Sheet
- o Reference Questions



Final Check



- o Were there any concerns with the references?
- o Was the Background Check what you expected?
- o Do the qualifications you have listed in your job description match with the person you want to hire?
- o Do their personalities seem to work well with yours?
- o **Trust Your Gut!**

Questions

