Tips For Hiring A Personal Care Assistant

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Presentation Overview

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

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

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

- **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

- **Responsibilities or Duties** List specific tasks such as assistance with undressing, assistance with toileting, assistance transferring using a lift, positioning in bed

- **Schedule** Specify days and times the employee is expected to work

- **Salary** Provide information regarding hourly rate and/or benefits
Screening

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

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

- **Listen** to what the callers say on the phone – do they mention some of the qualities you are interested in?
- **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

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

Tip: Use Sample Interview Questions
Interviewing

- **Describe the Position** give enough detail about the position - Give the person a copy of the job description for that particular position;

- **Ask Interview Questions** ask everyone the same questions. Have the list in front of you and write down the answers;

- **Ask Them To Fill Out Application** ask only if interested.
Practice First
Decisions, Decisions

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

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

- Job Description Worksheet
- Sample Job Description
- Screening Questions
- Interview Questions
- Interview Rating Sheet
- Reference Questions
Final Check

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