

Consumer-Directed Services

in Virginia's Mental Retardation and Developmental Disabilities Waivers



Module 3

If I choose consumer-directed services, I will need to know how to be an **employer**, also known as the **boss**.

I CAN GET HELP FROM:

- ☐ *The Employee Management Manual for Consumer-directed Waiver Services* from the Virginia Department of Medical Assistance Services (DMAS)
- ☐ My CD services facilitator.

Who can be my consumer-directed employee?



My employee must:

- ☐ Be an adult – 18 years of age or older.
- ☐ Be able to read, write, and do math.
- ☐ Be able to do the tasks in my plan.
- ☐ Have a Social Security number.
- ☐ Be willing to be trained.
- ☐ Be willing to complete a criminal history record check.
- ☐ Agree to follow the waiver rules.
- ☐ Receive an annual TB screening, cardiopulmonary resuscitation (CPR) training, and an annual flu shot.
- ☐ Be willing to be registered in a consumer-directed employee registry kept by my CD services facilitator.

How to Write a Job Description

Job Duties

1. _____
2. _____
3. _____
4. _____
5. _____

Who Can Help Me...

- ☒ Do my "Needs Inventory."

- ☒ Do my "Likes and Dislikes" worksheet.

- ☒ Create my consumer-directed employees' job description.

How to Find My Consumer-Directed Employee



- ☐ **Family and Friends**
Ask your family and friends to help you look for employees.
- ☐ **Bulletin Boards**
Local churches and businesses have bulletin boards to advertise jobs.
- ☐ **Schools and Colleges**
Local schools and colleges may have students who are looking for work.
- ☐ **Newspaper**
This is a good way to let a lot of people know you have a job opening but it is expensive.
- ☐ **Agencies**
Social Services, health care agencies, and other community agencies may have programs to match people with jobs.

Sample Employee Application

Name: _____

Phone: _____

Address: _____
Street City State

Zip Code: _____

How long have you lived there? _____

Sex: ☐ Male ☐ Female

Are you over 18? ☐ Yes ☐ No

In case of an emergency, notify: _____

Experience in attendant work, nursing, or as a companionship aide?

How long? _____ If so, where? _____

Date Available: _____

Hours willing to work: ☐ Part-time ☐ Days ☐ Back-up

☐ Weekends ☐ Nights

How many hours per week? _____ ☐ Permanent ☐ Temporary

Are you willing and able to do emergency back-up work? ☐ Yes ☐ No

Do you have reliable, steady transportation to and from work? ☐ Yes ☐ No

Do you have a valid current Virginia Driver's license? ☐ Yes ☐ No

Have you been convicted of a felony or misdemeanor or of the offense within the past five years? ☐ Yes ☐ No If yes, please explain: _____

Are there any jobs that you would not want to do, e.g., work for opposite sex, duties listed in job description, etc.? _____

Who referred you? _____

Salary Acceptable _____

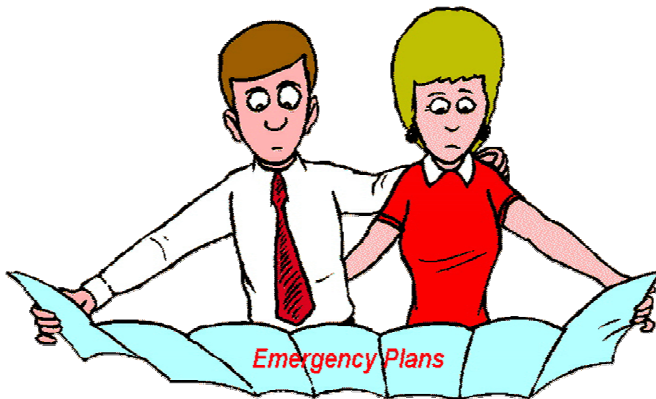
Are there any locations you are not willing to work? _____

The answers given in the application are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not a contract of employment.

Applicant Signature: _____ Date: _____

I can't hire my parent if I am under 18 years of age or my husband or wife.

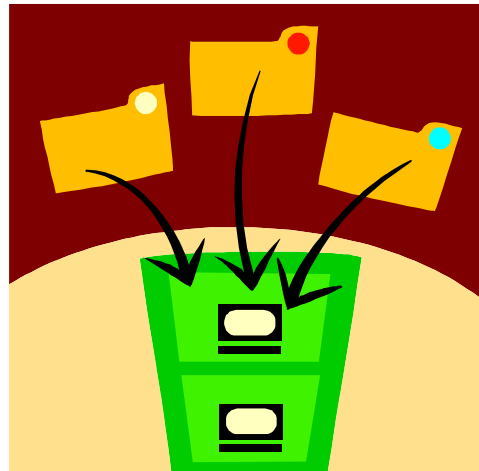




Emergency Back-up Support Plans

- ☐ A list of people who can come at the last minute if my consumer-directed employee doesn't or can't come to work.

Record Keeping



- ☐ I need to keep important information on my consumer-directed employees.

Who Can Help: _____

Training my Consumer-Directed Employees



- ☐ I train my consumer-directed employees.
- ☐ My CD services facilitator helps me train my consumer-directed employees if I need help.
- ☐ I use the job description.
- ☐ I train where the job will be done.

Supervising my Consumer-Directed Employees



- ☐ I supervise my consumer-directed employees.
- ☐ I ask my CD Services Facilitator to help me supervise my employees if I need help.
- ☐ I am the employer, not my CD Services Facilitator.
- ☐ I make it a good place to work.

Talking About Problems



- ☐ I talk to my consumer-directed employee if I am unhappy with the job he or she is doing.
- ☐ My CD services facilitator helps me get ready to talk to my consumer-directed employee if I need help.
- ☐ I give my employee a certain amount of time to do a better job.
- ☐ If my consumer-directed employee does not do a better job, then I may have to fire him or her.

I fire my consumer-directed employee right away if he or she has hurt me or has tried to be paid for hours not worked.