

Consumer-Directed Services in Virginia's Mental Retardation and Developmental Disabilities Waivers



Module 3 How To Be An Employer

Materials developed by:
Partnership for People with Disabilities
Virginia Commonwealth University

Funding provided through:
Virginia Department of Medical Assistance Services

With grant support from:
U.S. Centers for Medicare and Medicaid Services

The Partnership for People with Disabilities is a university center for excellence in developmental disabilities at Virginia Commonwealth University. VCU is an equal opportunity/affirmative action institution providing access to education and employment without regards to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation, or disability. If alternative formats of materials are needed, please contact the Partnership for People with Disabilities at 804/828-3876 or 800/828-1120 (TDD Relay). Support for this initiative was provided through a contract with the Virginia Department of Medical Assistance Services with funding from the U.S. Centers for Medicare and Medicaid Services, Grant No. P-91599/3. However, the contents herein do not necessarily represent the policy of the U.S. Department of Health and Human Services, and you should not infer endorsement by the Federal government. Please include this disclaimer when copying or using all or any part of the materials in dissemination activities.

(2004)

You are the employer

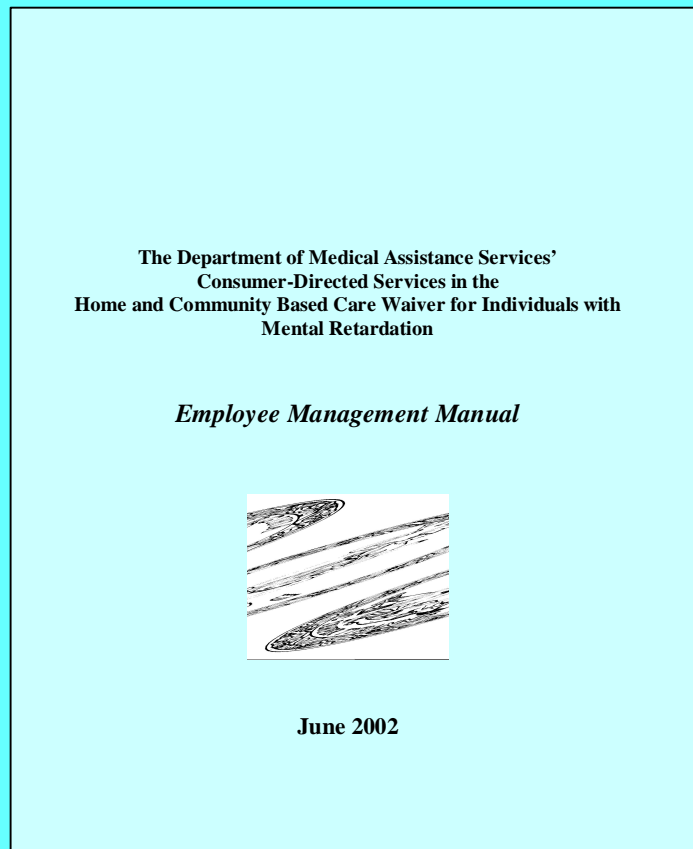


You choose your



CD services
facilitator

You have more help...

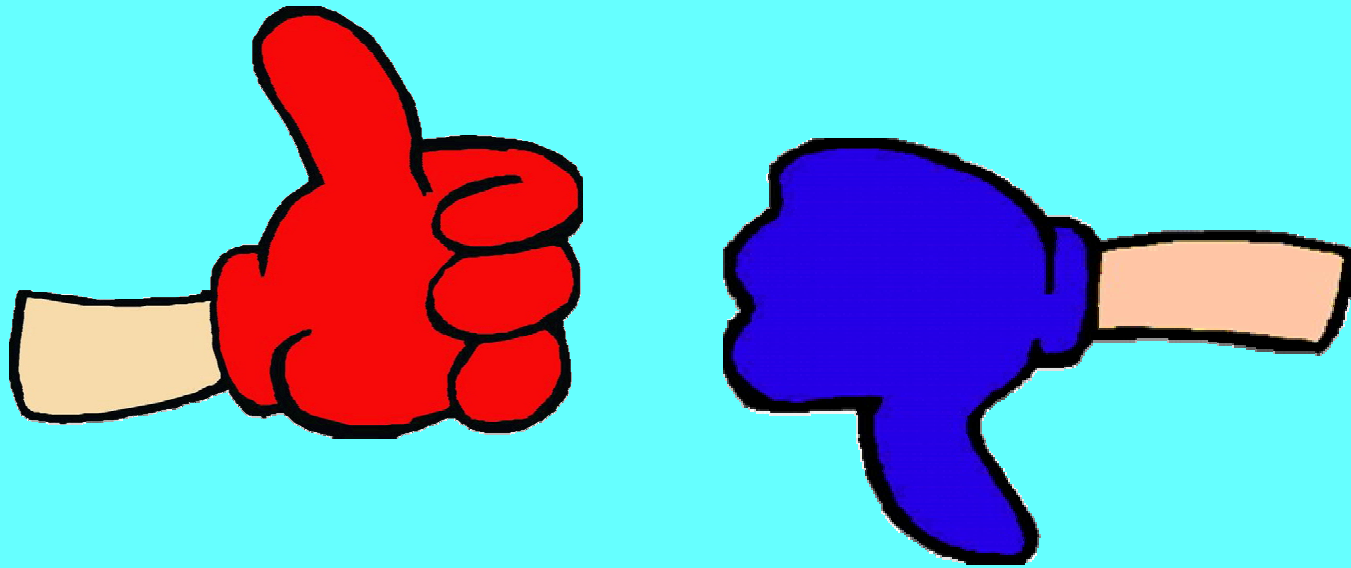


Manuals or
other
written
information.

You hire employees



You find out about your
likes, dislikes, and needs.



You write a job description



Activity



You may find employees from a list



given to you by your CD services facilitator.

You may advertise





to your
CD employees.

You interview people



You hire employees



You can't hire some people



Husband or wife

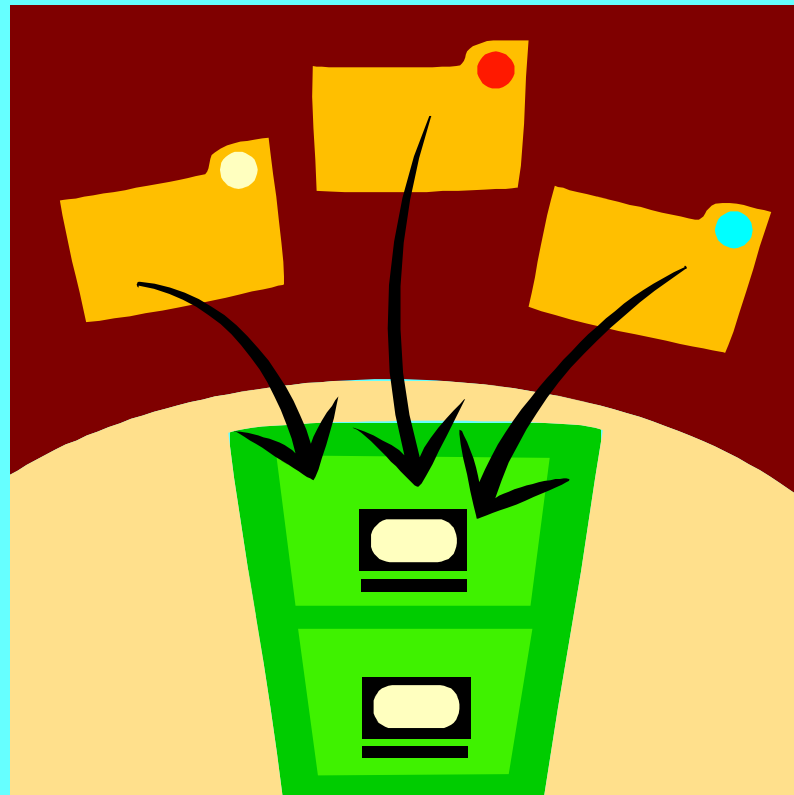


Parents

You put together an
emergency back-up plan.



You keep records



You train employees



You supervise employees



You say "good job"



You talk about problems



Activity

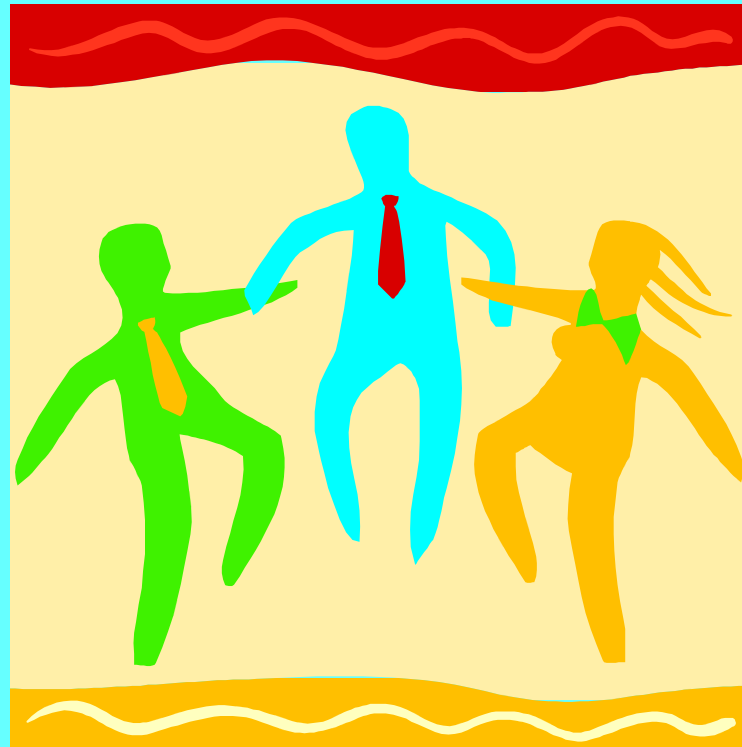
Late
Again?



You may need to let an
employee go

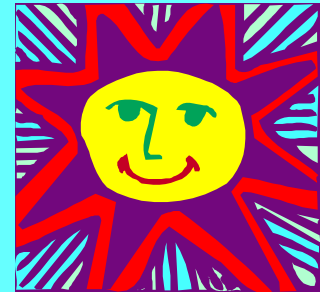


You get better...



at being an employer

Share your thoughts with us...



1. **Who is the CD employer in CD services?**
2. **Who are some of the people who can help you with your CD services if you have a question or problem?**
3. **What are some of the choices that you can make with CD services?**
4. **Who is in charge of hiring, training, supervising, and firing or letting go of your CD employee?**
5. **What other information about CD services would you like?**