

Hiring a Personal Assistant (PA) and Building a Professional Relationship

This program is condensed from "Working Together-Personal Assistance Training and You". You can find this program at:

<http://www.infouse.com/pas/start/start1.html>

This program is meant for people with disabilities needing to hire a personal assistant and their family or friends that may be providing personal care.

The program covers 6 chapters spread over the course of one month. The chapters include:

- **Hiring**
- **Orientation**
- **Supervising**
- **Administration**
- **Health and Safety**
- **Relationships**

Our Vision

For people with disabilities to be included in all aspects of the human experience.

Mission Statement:

"To enhance the quality of life of people with disabilities."



**Capital Area
Center For Independent Living
"Your Disability Resource"**

**Capital Area Center For
Independent Living**

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***Presented by:
CACIL***

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A personal assistant should be there to assist you to live as independently as possible., not to make decisions for you or rules.

On the other hand, your personal assistant is not your personal slave. He/she should be treated with respect and not verbally abused.

You need to learn to recognize signs of subtle abuse so you can take steps to protect yourself.

There is much to learn and discuss about the relationship between an individual and his/her PA.

As an employer, you have many rights that you need to be aware of.



A personal assistant is there to help you maintain as much independence as possible.

Along with all those rights comes responsibility. The same holds true for your employees.

Chapter 1– Hiring

- Choices
- Job Descriptions
- Applications
- Recruiting
- Preparing for interviews
- Screening the applicants
- Interviewing
- References
- Work Agreement
- Final Selection

Chapter 2– Orientation

- Setting Expectations
- New Employee Orientation
- Teaching New Tasks

Chapter 3– Supervising

- Coaching
- Evaluation
- Preventing Abuse
- Terminating

Chapter 4– Administration

- Record Keeping
- Tax Obligations
- Insurance
- Managing Finances
- Legal Affairs

Chapter 5– Health & Safety

- Emergency Care
- Reducing Risks
- Body Mechanics
- Universal Precautions
- Disaster Preparedness
- Managing Your Own Health Care

Chapter 6– Relationships

- Boundaries
- Rights and Responsibilities
- Behaviors
- Basic Communications Skills
- Resolving Conflicts

A Little About CACIL...

CACIL was one of the first of three-Centers for independent living (CILs) in the state of Michigan and was established in 1976 to empower people with disabilities to take control of their lives. We initially served people with disabilities in the greater Lansing area, but have expanded to provide services in Ingham, Eaton, Clinton and Shiawassee Counties. Independent Living is the principle that individuals with any disability, to the fullest extent possible, shall work, live in their own homes, raise families, and participate in the everyday activities of life.

CACIL provides four core services that include the following: information and referral services, community awareness and advocacy, individual skills development and peer support.



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