

JOB DESCRIPTION

Connecticut Community Care, Inc. Self-Directed Support Services

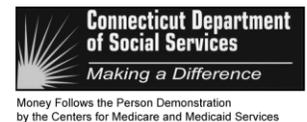
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Getting Started

Before you begin the interviewing process, it is important you know when your potential employee will work for you, and what tasks you expect her/him to assist you with. This will help you find the right person who has the skills needed to do the tasks for that particular position. For example, you may be looking for someone to assist you in the morning to get ready for your day, and most of the position involves personal care (bathing, dressing). You have another position which involves other tasks (driving you to do errands, meal preparation and paperwork). You want to hire the person with the best skills for each position. This tip sheet will help you think about the tasks you need completed, and be clear to the people you are interviewing what is expected of them. This will help to avoid problems with your personal care assistants down the road.



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What Is a Job Description?

A job description is a document which describes the responsibilities or duties of the job. It also lists any qualifications you would like someone you hire to have. For example, you may want someone with experience working as a personal care assistant or who is CPR certified.

A job description is something you create based on your individual needs, and could be different for various positions you have available, as we mentioned previously.

It's a helpful tool during an interview to clearly discuss what is expected, but also to continue to review once an employee is hired. It is useful in communicating what responsibilities are being met, and which are not being met.

A job description may change over time, and it is important you communicate this to your employee.

Developing a Job Description

Now that you know what a job description is, we will talk about the areas to include in the job description in more detail. Job descriptions may include anything you feel is important, but should not list too much detail and should be kept as short as possible. Many job descriptions are limited to one page.



So what areas should you include? Job descriptions usually have seven main areas. These seven areas include:

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

Let's discuss these areas in more detail:

- ☑ **Position** – The title of the job.
(EXAMPLE: Personal Care Assistant)
- ☑ **Supervised By** – Who makes decisions and has responsibility for the employees. Usually it is the person with the disability, but sometimes a family member or close friend may also assist in this area if needed. This should be made clear to all employees when they start, and should be consistent.

- ☑ **Summary of Work** – Is a general description of the position.
(EXAMPLE: Provide support with tasks of daily living.)
- ☑ **Qualifications** – This may include what you feel 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). This is specific to your needs.
- ☑ **Responsibilities or Duties** – It is helpful to list specific tasks here, rather than say night time routine. Instead list tasks such as assistance with undressing, assistance with toileting, assistance transferring using a lift, positioning in bed. This will help to avoid confusion since tasks are listed with more detail.
- ☑ **Schedule** – Specify days and times the employee is expected to work.
- ☑ **Salary** – Provide information regarding hourly rate and/or benefits available.