

# Orientation Checklist



## What does the job include?

Describe the job clearly. This helps the assistant understand their role and your expectations.

- What are the main tasks?
- How does daily life at home work?
- Does the assistant help with moving, dressing, or household tasks?
- How is the home (and car, if used) arranged for the work?
- Does the job include errands outside the home, such as shopping or hobbies?
- Is the work physical, or more about calm presence and support?



## How is the work done?

Explain how you want things to be done. Clear instructions help the assistant work in the way you prefer.

- What work rules or ways of working are important to you?
- Are there specific ways you want tasks done (for example, cooking or folding clothes)?
- How are practical tasks learned (transfers, hygiene, dressing)?
- Do you use assistive devices the assistant needs to know how to use?
- How is the workday structured? Start times, breaks, daily routines?



## What is the work environment like?

Describe where the work takes place and what the assistant should be aware of.

- How do you make sure the work is safe?
- Is the work done at home, outside the home, or both?
- Are there pets or family members in the home?
- Are there stairs, narrow doorways, or other things that affect the work?



## Feedback and guidance

If possible, include someone in the orientation who can focus on teaching the tasks calmly.

- Give clear instructions as long as needed.
- Ask what the assistant remembers and where they need help.
- Agree on how feedback is given and received.
- Encourage successes and guide practice when something is difficult.
- Agree on how to report absences.
- Explain who the occupational health contact person is and how services are used.