

## Part 3

### Focus on a good start to the employment relationship

As an employer, you are responsible for hiring an assistant. It is important for the chosen person to be a good fit for the position, in terms of both their functional capacity and competence.

The job advertisement should already state clearly what the job involves and what kinds of tasks it entails. This lets the applicant assess whether the job is suitable for them. You can give more information in the interview about the practical aspects of the work.

Be honest and open about the work. When the needs and expectations are clear on both sides, the collaboration will be better.

### When you agree on an employment relationship, review the following:

- What does the employer model mean?
- How many hours a week is the work?
- How are shifts agreed on?
- What to do if the employee falls ill or has to be absent from work for another reason?
- How are other family members and pets taken into account in daily life?

### A good orientation helps you get started

When the employment relationship begins, it is important that the assistant receives sufficient work orientation. This means explaining clearly:

#### What does the work involve?

- What are the main tasks?
- Will they help you with getting around, dressing or with household chores?
- Does the job involve running errands outside the home, such as shopping or participating in a hobby?
- Is the work more physical or does it involve being a calm presence and helping with daily tasks?

#### How is the work performed?

- What are the main practices that you would like the assistant to follow?

- Do you have a specific way that you would like your clothes folded or food prepared?
- Do you use assistive devices that they should know how to use?
- How do you wish for breaks to be arranged?
- Do you have routines that you wish the assistant to follow?

#### **What is the work environment like?**

- How will you ensure that the work is carried out safely?
- Is the work mainly performed at home or also outside the home?
- Are there pets or other family members in the home whom the assistant will interact with?
- Are there stairs, narrow doorways or other things in the home that affect the performance of the work?

A good orientation helps the assistant feel confident and competent. It reduces mistakes and supports smooth co-operation. Orientation is a continuous process that carries on throughout the employment relationship. If needed, make use of the checklist for persons providing orientation!