



Consumer/Representative Training Module 3: Employees

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Employees

Types of Employees

Find, Hire, Manage

Cautions

Background Screening



Provider Types

Agency Vendor

Independent Contractor

Directly Hired Employee



Agency Vendors

- Established Business
- Provides Services or Supplies
 - Examples: ADT programs, Dentist, Consumable Medical Supply Companies



Independent Contractor

- Single Person
- Licensed or Certified Professional



Directly Hired Employee

Everyone else



Finding and Hiring Employees

- Job Description
- Interview Questions and Reference Checks
- Special Considerations



Job Description

- Basic Job Duties
- How the Job will be done
- Number of hours/days needed each week



Interview

- Establish Questions
- Interview all employees
- Establish Boundaries with family and friends
- Safety First



Family and Friends

Benefits

- Easy to find
- More affordable
- Might already be a Live-in

Risks

- Harder to fire
- Difficult to manage
- Might make own decisions

Cautions

- Public Assistance
- No contribution to SS
- No contribution to Medicare



Additional Managing Tips

- Pay a fair wage
- Value and respect employees
- Be flexible
- Timely payroll submission



IRS Notice 2014-7

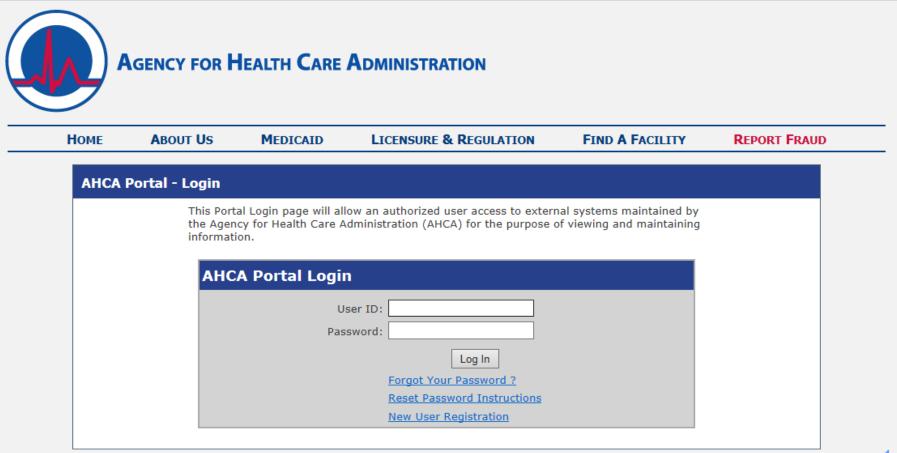


Department of Labor

- Minimum wage
- Child Labor laws
- Workers Compensation Insurance



Background Screening





How-to PowerPoint



agency for persons with disabilities

State of Florida

CARE PROVIDER BACKGROUND SCREENING CLEARINGHOUSE



Types of Employees

Managing Employees

Cautions

Background Screenings



Thank you for your participation

For additional questions, please contact:

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