

My Respite Plan – Service Provider



NAME: _____

DATE: _____

BENEFITS OF RESPITE

Three benefits providing respite will give me

- 1) _____
- 2) _____
- 3) _____

RESPITE NEEDS

I am available for respite (fill in the number hours you would like respite for each day and time period)

Morning	#	Afternoon	#	Evening	#	Overnight	#
Monday		Monday		Monday		Monday	
Tuesday		Tuesday		Tuesday		Tuesday	
Wednesday		Wednesday		Wednesday		Wednesday	
Thursday		Thursday		Thursday		Thursday	
Friday		Friday		Friday		Friday	
Saturday		Saturday		Saturday		Saturday	
Sunday		Sunday		Sunday		Sunday	

I would like to work with **1 2 3 4** families. (Circle)

Skills I can offer a family are (check each skill that applies)...

Put an "x" in the boxes for the skills you would like to develop further.

- | | | |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Experience with personal care | <input type="checkbox"/> Experience with challenging behaviours | |
| <input type="checkbox"/> Experience providing respite | <input type="checkbox"/> Experience with handling medications | |
| <input type="checkbox"/> CPR Training | <input type="checkbox"/> First Aid Training | |
| <input type="checkbox"/> Non-Violent Crisis Intervention Training | <input type="checkbox"/> Creativity | |
| <input type="checkbox"/> Experience supporting individuals with my family member's diagnosis | | |
| <input type="checkbox"/> A willingness to learn new things | <input type="checkbox"/> A valid driver's license | <input type="checkbox"/> Access to a vehicle |
| <input type="checkbox"/> Flexibility | <input type="checkbox"/> Ability to stick to a schedule | |
| <input type="checkbox"/> Experience providing support in the community | <input type="checkbox"/> Experience carrying out program goals | |

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- The ability to swim
- Tutoring experience
- An interest in sports
- A good knowledge of the city
- A good sense of humour
- Connections to the community
- Experience providing support in the respite provider's home
- Good communication skills
- Knowledge of ASL
- Energetic
- A diploma or degree in social services
- Punctual and reliable
- Experience with augmentative communication devices
- Experience with individuals who are medically fragile
- Male
- Female
- Other _____
- Other _____

The main activities I am comfortable doing with a family are (check all that apply)...

(Average rates are based on discussions with respite providers and are based on rates negotiated between families and service providers)

- Community outings with the individual requiring support
(Average rate of pay 12-14 dollars/hour)
- Child care for siblings
(Avg rate = \$10/hr)
- Peer modeling
(Avg rate=\$12-14/hr)
- Support in community programs
(Avg rate=\$12-14/hr)
- Life skill development
(Avg rate=\$12-14/hr)
- Household support
(Avg rate=\$12-14/hr)
- Working on pre-designed programs
(Avg rate=\$15-17/hr)
- Nursing care (i.e. feeding tubes, catheters)
(Avg rate=\$20-30/hr)
- Transition preparation
(Avg rate=\$12-14/hr)
- Job or volunteer support
(Avg rate=\$12-14/hr)
- Support integration in to the community (transit, etc)
(Avg rate=\$12-14/hr)
- Other _____
- Other _____



EXPECTATIONS FOR SERVICE PROVIDERS

Three things a family can expect from me are...

- 1) _____
- 2) _____
- 3) _____

FINDING A SERVICE PROVIDER

Log your progress with finding families looking for respite each of the following places

Location	Date	Success?
Respiteservices.com	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Organizations I am involved in	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Community Centre	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
School	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recreation program instructors	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
University/College job boards	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Service Providers of Friends	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Neighbourhood Groups	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other _____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

Writing a Classified Ad

(Just fill in the blanks!)

"I am a _____ (gender) respite provider provide looking to provide service to families in _____ (geographical areas). My experience includes _____

_____ (list experience, education and credentials). I have experience and skills supporting _____ (age range) with _____

_____ (needs). I am also _____ (skills).

I am currently available _____ (days and times) and (have access to a vehicle). If you feel I may be a fit for your family or for further information, please contact me at (XXX)



XXX – XXXX or (email address).

MEETING A FAMILY

Phone

I have asked each family...

- Where activities will take place
- The days and times a they are looking for support
- To tell me a bit more about the individual requiring support

I have let the family know...

- More information about my experience and skills
- That I am able to provided references and a up-to-date police records check
- When I am available for an interview

In Person

I am...

Comfortable meeting in a public or private place would like to include or not include the individual requiring support during the entire interview right away.

List two situations which have occurred when working with an individual with special needs that demonstrates your skill in handing challenges so you have examples readily available for an interview.

Two situations I have handled well in the past were...

- 1) _____

- 2) _____

I have brought to the interview...

- Record Check including Vulnerable Sector Screen
- References (2-3 including recent families if possible)



- Certifications
- Auto Insurance/License (if driving is required)
- A positive attitude and desire to meet the individual requiring support.

I have discussed with the family...

- Their respite needs
- Dates and times of service
- Exchanged contact information
- Operation of any equipment or assistive devices
- Discussed what will happen if the individual requiring support is ill or unavailable
- Reimbursement for mileage or activities
- Timing and routines for their family
- Arrival and drop off arrangements
- How payment will be made
- Specific interventions (behaviour, OT, etc)

CREATING A SERVICE AGREEMENT

A service agreement helps the family and service provider maintain expectations and clarify roles and needs. A service agreement should limit the “musts” placed on a service provider during their time with the family and maintain some flexibility around hours and duties to avoid creating an “employer/employee” relationship. Respite is a purchase of service.

- Hours of Work Per Week
- Beginning and End of Working Relationship
- Rate of Pay
- Probationary Period

MAINTAINING A GOOD RELATIONSHIP

Good communication and clear expectations help to create good relationships. How will you address concerns (yours or the family’s) in the following areas?

- 1) The schedule _____
- 2) The rate of pay _____
- 3) Probationary period _____
- 4) Communication about individual requiring support _____

- 5) Transportation _____



6) Length of agreement _____

7) Confidentiality _____

8) Boundaries _____

9) Respect _____

10) Opportunity for Development _____

11) Flexibility _____

12) Punctuality _____

13) Other

ADDITIONAL NOTES ON MY RESPITE PLAN

