**Employer:** J. Doe

**Job Position:** Personal Support Professional

**Service:** Personal Support

**Schedule:** Monday-Friday mornings, 6:30am-9:30am, 15 hours per week

**Employee Profile Brainstorm**

| **Supports Wanted** | **Skills Necessary** | **Personality Characteristics Needed** | **Shared Interests** |
| --- | --- | --- | --- |
| Help with getting out of bed | Pivot transfer | Morning person, enthusiastic | Healthy eating |
| Help taking a shower and getting dressed | Coaching |  |  |
| Help making breakfast | Light cooking, using a toaster oven, microwave, electric stove |  |  |
| Help reviewing calendar for day and week / scheduling | Light computer use, specifically Google calendar |  |  |

**Advertisement**

A young person is hiring a Personal Support Professional to support them to live the life they want to live. This position is 15 hours per week, from 6:30am-9:30am, Monday-Friday. The job includes supporting the young person to wake up, shower, make breakfast, and schedule their plans for the day.

This position requires the Personal Support Professional to complete a pivot transfer out of the bed and into a wheelchair, support the person to shower and get dressed, support with light breakfast cooking, and review of a Google calendar schedule. The ability to complete a pivot transfer (and lift up to 150 pounds) is required. The ability to use an electric stove, microwave, and toaster oven are also required. Basic computer skills, including the use of Google Calendar are also required for this position.

All applicants must be certified in First Aid and CPR or willing to complete this training before working. The employer also requires all employees to be vaccinated for Influenza and COVID-19 annually.

The rate of pay for this Personal Support Professional position begins at $18.00 per hour. Other benefits include Holiday Pay.

**Posting:**

* Support Broker LinkedIn
* Support Broker Indeed page
* Care.com
* Library posting

**Screening Questions:** [list the screening questions that will be asked during the initial screening of all applicants].

1. Are you available to work from 6:30a-9:30am, Monday through Friday?
2. Are you available to work some holidays for Holiday Pay?
3. Can you complete a pivot transfer?
4. Can you lift at least 150 pounds?
5. Are you certified in First Aid and CPR? If not, are you willing to become certified at your own cost if offered the position contingent upon completion?
6. Are you vaccinated for Influenza and COVID-19? If so, when are your vaccination dates? If not, are you willing to become vaccinated if offered the position contingent upon vaccination?
7. This position’s rate of pay begins at $18.00 per hour and is for 15 hour per week. Is that rate sufficient?

**Interview Questions:** [list the interview questions that will be asked during interviews with candidates].

1. Tell us about yourself.
2. Do you have experience providing direct support to someone who uses a wheelchair? If so, please share more.
3. Can you describe how to complete a pivot transfer?
4. Are you comfortable supporting me to shower and get dressed?
5. Do you have cooking experience? Please share any cooking experience you have.
6. Tell us about a time you had to be upbeat and enthusiastic about your work? Was it easy or difficult to be enthusiastic?
7. Do you have any questions for us?

**Employer:** J. Doe

**Job Position:** Community Development Professional

**Service:** Community Development Services

**Schedule:**  Monday-Thursday, 10am-5pm; Fridays, 10am-2pm; 1st Saturday of month, 6pm-2am.

32-40 hours per week

**Employee Profile Brainstorm**

| **Supports Wanted** | **Skills Necessary** | **Personality Characteristics Needed** | **Shared Interests** |
| --- | --- | --- | --- |
| Transportation to and from events | Ability to drive a van | Enthusiastic | Animals, particularly dogs and cats |
| Support at volunteering | Coaching | Night owl - weekends | Nightlife |
| Coaching through tasks / interactions with others |  |  | Sports |
|  | Pivot transfer |  |  |
|  | Basic computer skills, including Google Calendar |  |  |

**Advertisement**

A young person is hiring a Community Development Professional to support them to live the life they want to live. This position is 32-40 hours per week. Each week, the position is Monday-Thursday (10am-5pm) and Fridays (10am-2pm). One Saturday per month, the position is from 6pm-2am. The job includes supporting the young person to volunteer at an animal shelter, go out to lunch with friends, and participate in recreational sports. Each month includes a Saturday evening participating in local nightlife.

This position requires the Community Development Professional to complete a pivot transfer between a van and wheelchair, support with coaching at volunteer locations, support with interpersonal interactions with friends, and review of a Google calendar schedule. The ability to complete a pivot transfer (and lift up to 150 pounds) is required. The ability to drive a van is also required. Basic computer skills, including the use of Google Calendar are also required for this position.

All applicants must be certified in First Aid and CPR or willing to complete this training before working. The employer also requires all employees to be vaccinated for Influenza and COVID-19 annually.

The rate of pay for this Community Development Professional position begins at $20.00 per hour. Benefits include two weeks paid time off.

**Posting:**

* Support Broker LinkedIn
* Support Broker Indeed page
* Care.com
* Library posting

**Screening Questions:** [list the screening questions that will be asked during the initial screening of all applicants].

1. Are you available to work from 10am-5pm, Monday through Thursday?
2. Are you available to work from 10am-2pm on Fridays?
3. On the first Saturday of the month, are you available to work Saturdays from 6pm to 2am on Sunday morning?
4. Can you complete a pivot transfer?
5. Can you lift at least 150 pounds?
6. Are you comfortable being around dogs and cats?
7. Are you certified in First Aid and CPR? If not, are you willing to become certified at your own cost if offered the position contingent upon completion?
8. Are you vaccinated for Influenza and COVID-19? If so, when are your vaccination dates? If not, are you willing to become vaccinated if offered the position contingent upon vaccination?
9. This position’s rate of pay begins at $20 per hour and is for 32 hour per week every week with one week in the month at 40 hours. Is that rate sufficient?

**Interview Questions:** [list the interview questions that will be asked during interviews with candidates].

1. Tell us about yourself.
2. Do you have experience providing direct support to someone who uses a wheelchair? If so, please share more.
3. Can you describe how to complete a pivot transfer?
4. Tell us about a time you had to coach someone to do something.
5. Tell us about a time you had to be upbeat and enthusiastic about your work? Was it easy or difficult to be enthusiastic?
6. Do you have any questions for us?