

STAFFING AND RECRUITING



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HIRING TIPS



1

THINK ABOUT A SCHEDULE

- What days, times and hours do you want them to work?
- How will you handle time off for the staff?
- Will they be expected to work holidays?

2

KNOW WHO YOU WANT TO WORK WITH

- What skills or abilities do they need to have? Examples: CPR, ability to lift your weight, drive a wheelchair van, speak Spanish, ASL, etc.
- What do you want your staff to have? Examples: Experience, can work nights and weekends, has the same interests or hobbies as you, etc.
- Can you train someone you have a good connection with but who doesn't have as much experience?
- What important skills will the person you hire need to learn?

3

THE INTERVIEW PROCESS

- Confirm by phone that they understand the job description, meet your requirements. and know the nature of being a self-directed DSP (no paid time off or benefits). Sharing [this video](#) could be helpful.
- Decide what questions you will ask and know the answers you would not accept.
- Decide who will help you interview them (if you are a parent leading this process) or when you will get to meet them.
- Meet in public settings such as a library or coffee shop.



OTHER HELPFUL TIPS

- Ask for and check references yourself.
- Take notes during the interview.
- Keep in communication and be upfront with the candidates
- Give applicants feedback if you decide not to hire them, it may help them in their job search
- Ask to see their vehicle if driving is a part of their job.

Don't rush the process. Good staff is worth the wait!



PERSONAL SUPPORT BUILT ON PERSONAL EXPERIENCE



What Makes a Good DSP?

A good DSP...



- Looks and speaks directly to YOU!
- Does NOT change their demeanor or voice with you.
- Does NOT speak for you (unless you need them to).
- Knows you have the same rights as any other person.
- Treats you as the adult that you are.



- Lets you make mistakes and helps you learn from them.
- Doesn't talk about themselves too much.
- Lets you try things before they ask if you need help.
- Learns and knows the signs when you might need extra support.
- Respects your family, friends, home, and culture.



- Is a healthy role model for you.
- Is trained on your plan and keeps your goals in mind when working with you.
- Follows your behavior plan if you have one.
- Does everything they can to help keep you safe.
- Keeps up with their documentation and any important data tracking.

Knows that YOU are in charge!

They will support you in
living the best life you can have!





Recruitment Resources



Traditional Staffing Resources

Job Posting Sites

(Please note: Some of these sites may not be free or limited)

[Care.com](https://www.care.com)

[Indeed.com](https://www.indeed.com)

Community Bulletin Boards

College Resource Center/Target Social Work or Healthcare Programs

Natural Supports: Friends, Family, Neighbors

Interest-Based Classes/Groups

Faith-Based Community Gatherings

Creative Recruitment Ideas

Make a Social Media Commercial

[\(Click here to see our example\)](#)

Pass Out a Personal Business Card / Ad

Add an “I’m Hiring” Message to your Email Signature

Volunteer/Network at Local Community Organizations

Investigate “Hybrid” Service Delivery Model



SAMPLE JOB POSTINGS

SAMPLE #1 PART-TIME JOB AVAILABLE

JOB DESCRIPTION:

Direct Support Professional-DSP

(Part-time daytime/evenings/weekends) \$20.00 (starting rate per hour)

POSITION SUMMARY:

The DSP will be responsible for assisting a delightful and charming young adult (Name) living in the (your community) area with autism to gain community access and participate in community events and daily living skills support. This position is funded through BHDDH (State of RI), and the consumer utilizes self-directed services to maintain their lifestyle.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Provide transportation and support for grocery shopping, going to the library, going to the YMCA, attending a movie, and other errands.
- Act as a role model for positive behavior, safety, and self-advocacy within the community.
- Track hours and communicate availability with the consumer and their family.

SKILLS AND ABILITIES REQUIRED:

- Interest in music, pop culture, Comicon, concerts, movies, reading, and socializing is a must.
- Familiar with current events and trends.
- Non-smoker
- Requires the use of various transportation, such as a safe, reliable, and insured vehicle with a safe driver's record and current, valid license.
- A high school diploma and/or at least two years of experience working with people with disabilities and their families (autism experience a plus).

Please email (your name) at (your email) or leave a message at 401-xxx-xxxx for more information.

SAMPLE #2 JOB TITLE: DIRECT SUPPORT STAFF

JOB DESCRIPTION:

We are looking for a part-time employee to work with a young adult with a developmental disability in the (city/town) area.

JOB REQUIREMENTS:

- Experience working with individuals with special needs is preferable but not required.
- Must be at least 18 years old and have obtained a High School diploma GED.
- Valid Car Insurance, Good DMV Records, Valid Driver's License & Clean Background Check
- Available 9-12 hours per week, preferably in the afternoon or early evening shifts.

JOB DUTIES:

- Transportation to the doctor and other appointments- Accompany (name) on community outings
- Provide learning opportunities through workbooks/worksheets/online programs
- Assist with social skills at home & in the community- Assist with exercise activities at the gym

COMPENSATION: Pay rate is \$20-\$22 per hour depending on experience.

TO APPLY:

Please email your resume to XXXXX (your email)



SAMPLE JOB POSTINGS

SAMPLE #3: SOCIAL MEDIA POST

Looking for a Community Support Staff Person

I am looking for someone to work with my 35-year-old daughter, with (diagnosis) and an intellectual disability. She is fairly high-functioning and walks independently. However, she needs assistance walking on uneven surfaces & stairs. She also needs redirection regarding parking lot safety. She needs someone who is consistent and patient. I would need this person to work afternoons after 2 pm. Saturday hours are also available (up to 20 - 25 hours per week). She enjoys shopping, line dancing, eating at restaurants, music, and her Special Olympics team. Staff must have their own vehicle. It pays \$24 an hour and candidates must speak English.

Please reach out to me if interested.

Thank you,

Your name, your email

SAMPLE #4 JOB BOARD POSTING

Hi, I am posting this for my 24-year-old son, who lives independently in an apartment in (city/town).

He owns a dog and hamsters.

Shifts:

Monday 10:30 AM to 3:30 PM

Saturday 11:00 to 4:00 PM

Job Duties:

- Light housekeeping, meal prep, cooking, vacuuming, budgeting and pet care
- Provide transportation and support for community outings

Requirements:

- Non-smoker
- Must be comfortable around animals
- BCI / valid Driver's license

If you think you would be a good fit please contact (your name) by email (your email)



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PERSONAL SUPPORT BUILT ON PERSONAL EXPERIENCE

Sample Interview Questions for Direct Support Professionals (DSPs)

General Experience & Background:

- Do you have previous experience working with individuals who have disabilities / Intellectual / Developmental disabilities? Share a specific example.
- What inspired you to pursue a career in direct support services?
- Tell me about a time when work was challenging. What strategies did you use to stay positive?

Behavioral and Situational Questions:

- Tell me about a time when you had to make a quick decision to ensure someone's safety and well-being.
- What was the situation, and what did you do?
- What type of experience do you have with managing a difficult or challenging behavior from an individual?

Communication & Relationship Building:

- How do you build trust with the individuals you support?
- What strategies would you use to keep my son/daughter engaged and involved in their goals?

Problem Solving & Adaptability:

- If my son/daughter refused to participate in a scheduled activity, how would you encourage their participation?
- Give me an example of when you had to adjust a plan due to unexpected circumstances.

Self-Reflection and Development:

- What are some areas of personal or professional development that you are currently focused on?
- How do you deal with stress and prevent burnout in a demanding role such as this?
- How will you manage a work-life balance in a role that can sometimes be emotionally and physically demanding?