

DSP Employee Expectations

The EOR or representative may want to think about the following areas when developing employee expectations for the staff working in the family home.

Personal Property

- Please respect my family member's and the family's personal property and ask permission if you want to use it.

Food and Beverages

- You may keep food that you bring to work for lunch or breaks in the refrigerator.
- You cannot eat or drink items in the house unless invited specifically to do so. You must bring your own lunch or dinner to work.
- We can negotiate breaks allowing you to leave the home and go out to lunch or dinner if you wish.

Personal Phone Calls

- Please ask to make a phone call either on the phone in the house or on your personal cell phone.
- Calls made at work must be time limited unless there is an emergency.

Internet Access

- Please do not use smart-phones, tablets and/or computers for personal use while on the job, including sending text messages and e-mails.

Smoking

- My family member **DOES/DOES NOT** want you to smoke at the home or in a car that they are riding in.
- If there is a designated smoking area, we will discuss if my family member can be left alone while employees use the designated smoking area.

Visitors

- You may not have visitors on the job.
- The services provided by Medicaid funding in Individual and Family Services require a 1:1 staffing ratio; therefore, when the DSP is providing them, they cannot work with or visit with anyone else.
- This includes your own children or other members of my family.

Dress

- Dress should be appropriate to the type of work. We will discuss attire that would be considered inappropriate.

Handling the Individual's Money

- Please be careful with my family member's money.
- We will discuss expectations around helping them keep receipts, clip coupons, make shopping lists, watch utility usage and help select activities that are inexpensive, etc.

Relating to Others who Live in the Family Home

- You are employed to provide services only to the family member on the waiver.
- I will share information about other individuals who live in the home and any special information that might be helpful in relating to those individuals.

How the Employee Should Act During Social Activities

- We can determine if DSPs are "called" a friend, relative or staff--it matters to my family member.
- Boundaries between work and non-work time will be clarified so there is no question about what amount of time you will be paid.

Add Other Areas as appropriate for your EOR