



ABA of Wisconsin, LLC

Tips to Hiring Your Own Staff

Create a job description: You will be more likely to attract quality staff members if you are clear with what you are looking for. Need regular respite care? Occasional babysitting? Treatment implementation?

Spread the word: Drop off flyers to local universities and college hangout spots (coffee shops, student unions, etc). Target individuals in programs that are invested in the long haul (i.e. health and human services, psychology, education, etc).

Post online: There are many sites dedicated to securing local jobs and can include some great applicants! Try Care.com, Facebook groups, Craigslist, and/or local university career centers.

Request a background check: Ensure the safety of your family and your home. You must get signed permission to do this beforehand.

Interview: Schedule an interview in a public place to meet the job candidate. Bring a copy of the job description and make sure they understand the role. Share likes, dislikes, strengths, challenges, and overall needs of your participant. Communicate your required length of commitment, salary, scheduling needs, etc.

Suggested questions to ask:

- What experience and training do you have?
- How many families have you worked with?
- Do you have references I may call?
- Why are you interested in this position?

HIRE YOUR NEW STAFF: Congratulations! Outline any home rules on day one, such as shoes off at door, no drinks in carpeted area, participant's limited TV/iPad time, etc. Spend the first few sessions training them on your participant. Initially, have their visits be extra fun so your participant associates them with positive experiences and looks forward to seeing them again.