

# QUALIFICATIONS & AGREEMENT

## Morning Shift Qualifications

This employee's primary responsibility will be getting [name], the employer, out of bed in the morning.

### General Qualifications:

The average time for this shift is from three to five hours. Please keep in mind the listed duties will be done on a regular basis and there may be others as needs arise. If the employee has any questions or concerns, the employer is an excellent communicator and will be happy to explain his needs.

1. Must be **punctual** and dependable.
2. Able to perform light housework, iron, and cook.
3. Comfortable being around a nude male body.
4. Must be able to work flexible hours.
5. Ability to understand and accept things change, and such changes may have an effect on the employee.
6. Some mechanical knowledge.
7. Good communication skills and the willingness and ability to understand that [name] is the employer and is therefore in charge.
8. Must have ability to lift 50 pounds.
9. Comfortable using a Hoyer lift.
10. Ability to leave discussion of personal life out of work.

### Duties of Morning Shift Employee:

1. Arrive promptly at the time designated by employer. Enter employer's apartment using keypad.
2. Get employer ready for the day, including getting him showered, shaved, teeth brushed, dressed, and other needs as required
3. Use a Hoyer lift to get employer into wheelchair from bed, making sure he is positioned comfortably and covered
4. Prepare breakfast and clean up afterward.
5. Light housecleaning, as required, such as dusting, vacuuming, and emptying trash.

## Evening Shift Qualifications

This employee's primary responsibility will be getting [name], the employer, ready for bed in the evening.

### General Qualifications:

The average time for this shift is from five to eight hours. Please keep in mind the listed duties will be done on a regular basis and there may be others as needs arise. If the employee has any questions or concerns, the employer is an excellent communicator and will be happy to explain his needs.

1. Must be **punctual** and dependable.
2. Able to perform light housework, iron, and cook.
3. Comfortable being around a nude male body.
4. Must be able to work flexible hours.
5. Ability to understand and accept things change, and such changes may have an effect on the employee.
6. Some mechanical knowledge.
7. Good communication skills and the willingness and ability to understand that [name] is the employer and is therefore in charge.
8. Must have ability to lift 50 pounds.
9. Comfortable using a Hoyer lift.
10. Ability to leave discussion of personal life out of work.

### Duties of Evening Shift Employee:

1. Arrive promptly at the time designated by the employer. Enter employer's apartment using keypad.
2. Prepare dinner and clean up afterward.
3. Get employer ready for bed, including bathing, undressing, etc., and administering medication if needed.
4. Lay out clothes for the next day; iron if needed.
5. Use a Hoyer lift to get employer into bed from his wheelchair, making sure he is positioned comfortably and covered.
6. Insure ventilation system (BiPAP) is securely fitted and tested thoroughly.
7. Set up machines to enable the use of the phone, TV, and hydration.
8. Clean wheelchair and ensure its proper operation for the next day.
9. Light housecleaning, as required, such as dusting, vacuuming, and emptying trash.
10. Administer the bowel program on designated evenings.
11. Perform a final check on BiPAP before leaving for the evening.

## Employee Agreement

I, \_\_\_\_\_, hereby understand and agree to the above, and pledge to do my best to fulfill these duties and expectations:

- I will be a punctual and dependable employee willing to perform any and all duties required for the position
- Holidays and other days off must be submitted to Employer at least two weeks in advance
- My employer is not responsible for doing my taxes
- I am required to inform my employer of any situation which would prevent me from being on time or which would prevent me from fully performing the duties requested, at least a week in advance
- Paychecks are issued biweekly on Thursday following the pay period and may be deposited on the next day
- There are no advances in pay
- I will maintain dependable telephone service throughout my employment with [name]
- Federal Form 1099-MISC will be submitted by Employer to IRS
- Reimbursement for employee business expenses will be paid by separate check; this is not subject to federal taxation
- There are no paid vacations

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date