

SAMPLE JOB AGREEMENT for IHSS

Job agreement between: Date: _____

Consumer (Employer) Homecare Worker (Employee)

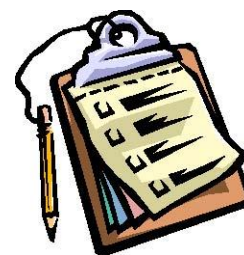
The Consumer and Homecare Worker agree to the following general principles.

The Consumer agrees to:

- Assign and direct the work of the homecare worker
- Give the homecare worker advance notice, whenever possible, when hours or duties change and two weeks notice, if possible, if he/she is being terminated
- Only ask the homecare worker to do work for the consumer
- Sign the homecare worker's time sheet if it reflects the hours that were worked
- Supply enrollment forms and cooperate with the worker in completing them
- Pay the share of cost on time, if applicable

The Homecare Worker agrees to:

- Perform the agreed-upon tasks and duties
- Come to work on time (see hours of work below)
- Call the consumer as soon as possible if late, sick or unable to work
- Not make personal or long distance phone calls while working
- Not ask to borrow money, or ask for a cash advance
- Give the consumer two weeks notice, whenever possible, before leaving the job



Hourly wage: The hourly wage is \$12.50 as of November 1, 2011. If there is a problem with time sheets or checks, the worker should call the IHSS Payroll Information Line at 510/577-1877.

Does the consumer have a Share-of-cost that may be paid to the homecare worker?

___ NO ___ YES, If yes, indicate maximum amount: _____

Will the homecare worker use his or her car to drive to shopping or medical appointments?

___ NO ___ YES If YES, explain agreement for paying for gas: indicate amount per mile: _____

The consumer will provide the following supplies and/or equipment (gloves, cleaning supplies, etc.) _____

Hours of work for this job are shown below: Changes in scheduled hours are to be negotiated by both parties, with advance notice.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Start							
End							



Training Program Public Authority for IHSS
(510) 577-3552

DUTIES AND RESPONSIBILITIES

Note below the tasks the homecare worker should do tasks, and how often, using these codes: **D**(Daily) **W**(Weekly) **M**(Monthly) **O**(Other). If “Other,” add details next to task:

Domestic Services:

- _____ Mop kitchen & bathroom floors
- _____ Vacuum/sweep
- _____ Wash kitchen counter & sinks
- _____ Clean stove top
- _____ Clean refrigerator
- _____ Clean bathroom
- _____ Take out garbage
- _____ Dust
- _____ Change bed linen
- _____ Make bed
- _____ Routine laundry (Wash, dry, fold and store laundry)
- _____ Heavy house cleaning (one time only, with approval from IHSS)

Meals

- _____ Prepare meals
- _____ Meal clean-up
- _____ Wash dishes

Shopping

- _____ Shopping for food
- _____ Other shopping errands

Additional tasks (not authorized by IHSS) which consumer will pay for:

- _____ Clerical skills such as filing or writing
- _____ Reading
- _____ Water house plants
- _____ Pet care/service animals
- _____ Other _____

Non-Medical Personal Services:

- _____ Respiration assistance
- _____ Bowel and bladder care
- _____ Feeding
- _____ Routine baths
- _____ Dressing
- _____ Menstrual care
- _____ Help with walking
- _____ Move in and out of bed
- _____ Oral hygiene and grooming
- _____ Repositioning
- _____ Rub skin
- _____ Help on/off seats and in/out of vehicle
- _____ Care/assistance with prosthesis

Accompaniment Services

- _____ Medical appointment
- _____ Alternative resources

Paramedical Services

- _____ Injections
- _____ Administration of medication
- _____ Blood sugar checks
- _____ Other paramedical services:

The Consumer (Employer) and Home Care Worker (Employee), by signing this document, agree to the terms outlined above.

Consumer Signature

Homecare Worker Signature

Date Phone Number

Date Phone Number



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