Hiring A Respite Provider:
What Are Your Wants and Needs?

**Circle the Qualities You Want in a Respite Provider**

| Assertive | Determined | Patient |
| Balanced  | Diplomatic  | Positive |
| Calm      | Empathetic  | Professional |
| Caring    | Encouraging | Punctual |
| Committed | Enthusiastic| Resourceful |
| Common sense | Flexible   | Respectful |
| Communicative | Honest   | Self-directed |
| Compassionate | Insightful | Sincere |
| Conscientious | Takes initiative | Smart |
| Consistent | Mature | Understanding |
| Cooperative | Modest | Visionary |
| Creative | Objective | ____________ |
| Decisive  | Organized  | ____________ |
| Dependable | Patient | ____________ |

**What are your job expectations of your respite worker?**

Ex: being on time, communicating with you, respecting family values, work as a team, etc.

**What are the tasks you want your respite provider to do?**

See next page for Circles of Care Information

**Based on the other sections of this worksheet, narrow down to your top 5 priorities for a respite provider.**

1. 
2. 
3. 
4. 
5.
Hiring a Respite Provider: Circles of Care

The inner circles include:
- Showering
- Toileting
- Dressing
- Feeding
- Feeding Tubes/ Medical Procedures
- Dental Care
- Medication Administration
- Challenging Moments
- Companionship/ Meaningful Activities
- Transferring

The outer circles include:
- Lawn Care
- Shoveling
- General Maintenance
- Transportation
- Shopping
- Check-Ins
- House Cleaning

The inner circles of care are everyday activities that could be provided during respite care. Different respite providers may offer various services and may not be comfortable providing all of the activities in the inner circles. For example, some respite providers may not give medications or do lifts and transfers.

The outer circles of care include items typically not part of the respite provider's duties. You may need assistance on these activities, and you must discuss this ahead of time with the provider if these are tasks included in their responsibilities. A respite provider's main priority is to provide high-quality care to the care recipient so that you can have a break.

Some funding sources limit a respite provider's activities (from all circles of care). It is important to understand these limits and not ask the provider to work outside of their scope of services.