
Recruitment and Screening

Introduction

The recruitment and screening of potential family care home operators requires a cooperative effort between the administering authority and DIAND.

Recruitment

The administering authority personnel are the best source of information regarding the availability of potential family care home operators on-reserve. They will provide leadership for the matching of operators and clients. The support of chief and council will be a crucial factor in the success of the home.

Before recommending approval, the band social development worker will ensure that the operator understands that operation of the home is *client specific*, and placements in the home are dependant upon the successful matching of the operator and client.

The operator must clearly understand that there is no ongoing commitment or requirement by the administering authority or DIAND to guarantee either full or continued occupancy of the home.

In the event that the client leaves the family care home, another placement will be made only if there is another client whose needs can be accommodated in the family care home setting, and if an appropriate client and operator match exists.

Family Care Home Operator Screening

As part of the screening process, a *Family Care Home Operator Approval Form* (DK02-01) will be completed by the band social development worker, or other staff as designated by the administering authority. A continuing care case manager may provide assistance and guidance to the staff responsible for completing this form, depending upon the relationship between the administering authority and the local office of the Continuing Care Division, Ministry of Health.

Screening includes references, criminal record search, health, and transportation.

References

The band social development worker will request that the band chief and council provide a letter of support for the prospective operator.

Letters of reference, covering each of the three following areas, must be submitted to the administering authority for review prior to the authorization of a new family care home operator:

Training or Experience

It is expected that the applicants will have training in an appropriate field (e.g., Long Term Care Aide), or equivalent work experience. Individuals without formal training will be considered on an individual basis. Reference sources may include: previous or present employers or co-workers, well known community figures, band social development or health personnel, or volunteer coordinator.

Personal Suitability

Operators should be warm, caring individuals with a stable family life, and emotionally capable of caring for an additional individual. Desirable qualities include a friendly personality, a non-judgmental and accepting attitude, and a stable lifestyle. Reference sources may include a spiritual leader or well known elder, band chief or council member, teacher, or night school instructor.

Financial

The financial reference should indicate that the applicant has sufficient financial resources to meet the family's own needs and has a stable credit rating. Reference sources include a bank, credit union, or credit bureau.

Criminal Record Search

The applicant, spouse, and other adults living in the home must submit to a criminal record search.

A Consent for Criminal Record Search must be signed by the applicant, and presented to the local police authorities. DIAND will pay for the cost of the search.

Depending on the findings of the criminal record search, the band social development worker may be required to conduct a thorough investigation into the relevance of any record to the duties of a prospective family care home operator. This information must be included in the documentation provided to the administering authority.

Health

The applicant will provide a letter from an accredited physician indicating that, in the physician's judgement, the applicant is physically and emotionally capable of operating a family care home. The applicant is responsible for the cost of the physician's examination if there is a fee for this service.

Applicants and other family members residing in the home will provide recent information indicating that they are free of tuberculosis. Testing can be done through a physician, the public health nurse at the local health unit, or a tuberculosis clinic.

Transportation

The applicant will possess a valid driver's license, a vehicle in a reasonable state of repair, and adequate automobile insurance, or have ready access to a vehicle with the appropriate insurance coverage.

