

THERAPIST/TUTOR EXPECTATIONS

Description:

- Carefully follow through on programming using ABA techniques and the Behavior Consultant's recommendations
- Be prepared to play, make believe and have fun
- Provide your own reinforcements
- Accurately track data at end of each shift
- Must be team player and accept feedback
- Must be respectful towards Behavior Consultant, therapists, our child(ren) and other family members
- A 12 month commitment to our team
- Rate of pay is \$___/hr after initial training period and will be reviewed after 3 month probationary period

Training:

- Attend Basic ABA Theory and/or Line Therapist Workshop
- Subsequent training is provided in our home
- Additional support and/or training may be provided upon request
- Rate of pay during training period is \$___/hr.

Team Meetings:

- Team meetings are held on a monthly basis (approx 2 hr each)
- Team meetings are used to implement new programs and maintain consistency among team members
- Team meetings are scheduled one month in advance
- The Behavior Consultant or family may request bi-weekly meetings
- Please do not miss any meetings – they are vital to our child's success
- In the event that a meeting is missed, it will be video-taped and must be viewed prior to your next session

Scheduling:

- Shifts are 2-3 hours (working one-on-one with child for 1.5 to 2.5 hours)
- Shifts are scheduled one month in advance
- Shifts are generally scheduled on statutory holidays (regular rate) – these are voluntary and are only scheduled upon therapist's approval
- If there is a scheduling conflict, please find someone from the team to cover your shift in advance and communicate the change to the parents

Time-Keeping

- Please be punctual for your scheduled shifts and monthly team meetings
- Please record each shift and hours worked on the Daily Service Record located in the binder
- A summary of your hours worked along with your paycheck will be provided at month-end

Feedback:

- Feedback will be provided in writing to the therapist, parent and Consultant
- Regular feedback is crucial to our child's success

- Video taping may be conducted for the purposes of training and assessment.

Confidentiality:

- Please do not discuss our child, family or our team outside our home
- Please do not discuss other teams in our home
- Your discretion is very much appreciated

Concerns:

- Please feel free to contact either the parents or Senior Lead Therapist if you have any questions or concerns about the program, behaviors, etc.

Termination:

- If for any reason, your goals change and you decide to leave the team, please provide adequate notice of your intentions. This will provide the family with adequate time to find a replacement
- Reasons for dismissal would include: concerns around reliability, compromising our child(ren)'s safety, lack of effort and not taking into consideration and following feedback provided by the Behavior Consultant and/or Lead Therapist

Employment Status

- You are not an employee and we are not an employer. You will function as a self-employed contractor. This means that we will not deduct any tax, EI or CPP from your pay cheque. It is your responsibility to submit your earnings to the government every year on your income tax form. We will not supply you with a T-4 slip. We will however total your earnings for the year and present an invoice/receipt for you at year end.
- As a self-employed contractor, you are able to write off certain expenses. For example, you can claim for travel costs and equipment costs on your tax return. Refer to the Revenue Canada website for more information.
- As a self-employed contractor, you will not be entitled to any EI benefits from the government if your employment is terminated.
- You are not entitled to such benefits as sick leave, vacation pay or disability, etc..

Signature: _____ **(Therapist)** **Date:** _____

Signature : _____ **(Parent)** **Date:** _____