

**COMPANION-ASSISTANT
FOR FUNCTIONALLY IMPAIRED
PERSONS**

THE SERVICE CONCEPT

Šiauliai, 2013

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INTRODUCTION

This century has been full of innovation. New technologies, new products, whole new industries and new services have emerged, but still low quality of some social services, insufficient education for personnel and inaccessibility to the environment hindrances to social integration for people with a functional impairment.

To solve these problems the Latvia-Lithuania Cross Border Cooperation Programme 2007-2013 LLIV-322 project *My Social Responsibility* partners are working on a cross border exchange of experience, specialist training and new joint social service companion-assistant, which is new possibility to make every day easier for people with a functional impairment and those close to them.

In 2013 VšĮ Edukaciniai projektai produced an assessment of current experience of the social service of a companion-assistant in Latvia, Lithuania, European Union (EU) and USA. After having made a qualitative research in few centres of social services, it can be concluded that people with a functional impairment have a need for a companion-assistant. For the physically disabled people the most important help is related to transportation and help with their personal needs (e.g. visit to a doctor or public institutions; prescription of medicine; help with purchasing food or other things etc). Mentally disabled people focused on communication as the main function of a companion-assistant. Research had shown that in a large number of social services' providing institutions a companion-assistant service is provided in informal ways. These services are provided when the client wants to go to a bank, health care and other institutions. For these services they pay in terms of simple contract.

Consequently the service of companion-assistant needs to be expanded. This concept concretizes the companion-assistant functions and tasks, potential working time recording, locations and ways, defines requirements for potential workers: level of knowledge, experience, competence and skills.

Also potential cooperation partners (persons, organizations, etc.) are identified and payment principles for companion-assistant planned, some documentation forms are provided.

EMPLOYMENT OF COMPANION-ASSISTANT

The requirements for companion – assistant

The requirements for age and education are determined by employers (clients). They usually need a person with social, educational background similar to that of their own. Some employers (clients) give priority to people with higher education others want college graduates as companions-assistants. Various courses of psychology, foreign languages like English, Russian or other, music and etc. are a good preparation for a person to become a companion-assistant. Many employers (clients) give preference to companions-assistants who already have experience in looking after or taking care of people. Almost every employer (client) asks for a positive recommendation.

Disability Resource Centre (DRC) in United States name few characteristics of a good companion-assistant: good listener, reliable, flexible, patient, respectful, keen learner (curious), honest, having a good sense of humour and able to orient.

This concept is about companions-assistants of functionally impaired persons providing services for the persons who have fewer opportunities. Candidate to companion-assistant position should be selected according particular requirements. Candidate to this position:

- must have a secondary school diploma or the equivalent and be at least 18 years old;
- must have good language and communication skills i.e. - must be able to speak (read and write) well in Latvian/Lithuanian and English or Russian (B2 level) as well to be able to give, follow concise instructions and have a good attention to details;
- the previous care experience is not essential, although it would be a big advantage;
- must have a genuine interest in helping people (especially disable or elderly people);
- must demonstrate that he/she has a genuine interest in the provision of high quality service as well as to possess the motivation, develop trust and understanding and to act as a companion-assistance, who enables the development of human personal independence;
- must be non-judgemental about all aspects of client's lifestyle including providing assistance directly in relation to them and must to respect privacy, possessions and property as if it was his/her own;
- in some cases must have a fair amount of physical strength;
- must be friendly, understanding, conscientious and a positive person;

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- must have patience, understanding and be tolerant as well observant;
- must be reliable and a good timekeeper;
- must be an adaptable person and able to work on his/her own initiative within defined parameter;
- must be enthusiastic to learn and do new things;
- must maintain strict confidentiality at all times;
- must have basic first aid skills.

There are also desirable requirement for a companion-assistant, such as an ability to drive (to have a driving license) and use a car suitable for transporting a manual wheelchair.

The companion-assistant also should be comfortable using ICT technologies (don't need to be technical, but being able to use basic programs) because of the work with people with different types of difficulties.

Knowledge, skills and values of companion-assistant

Knowledge.

The companion–assistant for the functionally impaired people need knowledge of the Rights of persons with disabilities or functionally impaired people (e.g. to be acquainted with the Convention on the Rights of Persons with Disabilities) as well as work ethics, delivery of and legislation concerning companion-assistant service, functional impairment types, client’s needs and service quality assessment.

Each companion–assistant should know the main rules communicating with people who have functional impairment. Companion–assistant should know how to interact with the functionally impaired people. For example: how to help to introduce yourself and offer assistance; not to be offended if the help of the you isn’t needed; ask how you can help and listen for instructions; be courteous, but NOT condescending; assist individuals with functional impairment when necessary or requested. However, the companion-assistant should not discourage client’s active participation and should allow a person his/her dignity and self-determination to do what he or she wants to do for him or herself.

The companion-assistant has to know how to be ‘natural’, i.e. treat people with functional impairment with the same respect and consideration that he/she has for everyone else. Treat the person as an individual, not as a functional impairment. Companion-assistant should not assume that "functional impairment" is only thing that person can talk about or is interested in. Companion-assistant should find a topic the person would like and talk the way he/she would

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do with anyone. In addition, he/she has to use a normal voice when extending a verbal welcome, do not raise the voice unless requested. As in any new situation, everyone would be more comfortable if the companion-assistant will be relaxed.

People with disabilities and functional impairment are not conditions or diseases. They are individual human beings. Companion-assistant should know appropriate terminology concerning functional impairment. Companion-assistant can use an adjective as a description, not a category or priority. For example, companion-assistant can say that person has a disease, disability, client has epilepsy, but is not epileptic, 'the architect in the wheelchair' rather than 'the wheelchair architect'.

Skills.

The companion–assistant needs following skills:

- to communicate effectively with functionally impaired people, other professionals, parents;
- to demonstrate empathy and sensitivity to diversity;
- to prepare individual assistance plan;
- to provide service;
- to assess quality of the service;
- to evaluate risk situations;
- to identify problems and choose effective solutions;
- to use a flexible approach to client's situations;
- to adapt the environment to the needs of the functionally impaired people;
- to manage ICT technologies and equipment for functionally impaired people;
- to support functionally impaired people to learn, to work, to spend the leisure time, to move, etc.
- to provide support while facilitating independence and self-determination.

Values.

Companion–assistant for functionally impaired people also must treat clients, their decisions and their choices with respect through encouraging a sense of independence, autonomy and positive self-esteem, and by honouring the client's rights to dignity, privacy and confidentiality.

Companion–assistant should take in consideration following rights of clients:

Community. All functionally impaired people should have opportunities for personal relationships and for meaningful involvement in community in positive and creative ways, building their individual abilities.

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Inclusion. All functionally impaired people should be recognised and respected as valued and contributing members of society.

Self-determination. All functionally impaired people should be free to make or influence the decisions and choices that affect the course of their lives.

Equality. All functionally impaired people should enjoy equal rights, responsibilities and opportunities with the rest of society.

Freedom of Access. All functionally impaired people should have full and direct access to all public places.

Access to Information. All functionally impaired people should give and receive accurate, timely and understandable information, and should have support in that process to enable appropriate decisions making.

Partnership. All functionally impaired people should have the opportunity to work collaboratively with government and the community to set agendas where appropriate and to be leaders and decision makers, particularly in the development and reform of relevant services.

Creativity and Development. All functionally impaired people should have the opportunity to enrich the community through their own growth and development.

Representation. All functionally impaired people should be empowered through advocacy support and representation of their needs and rights where necessary.

There may be some struggles to work with people who have functional impairment, such as attitudinal barriers. It is defined as a way of thinking or feeling which results in behaviour that limits the potential of people with functional impairment. Often it is not the functional impairment, but rather the attitudes of the society and those providing recreation services (public or private) that limit activities of people with functional impairment. What are attitudinal barriers? It is avoidance, fear, stereotyping, discrimination, insensitivity, discomfort, programmatic barriers, etc. Communication barriers, programs in inaccessible buildings, registration not available by phone visiting field trip sites that are inaccessible, activities that fail to utilize all senses, information not available in different formats – all makes accessibility difficult. Universal design principles and a number of methods can help to overstep different barriers — to provide accessibility. Providing communication aides such as assistive listening devices, TTY's, and sign language interpreters, support staff, adapted equipment, and making registration available by phone or providing services at an alternative accessible site are some methods of programmatic access. Architectural-physical accessibility — is a critical issue in providing services for individuals with functional impairment, especially for those with mobility impairments (i.e. uses of wheelchairs, walkers, canes, etc.). Architectural barriers like curbs,

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stairs, narrow doorways, heavy doors, parking counter, shelves, water fountains, telephones that are too high should be checked and minimized. When offering a service, be aware of physical barriers that may create a problem to participate.

The training of companion-assistant

All companion-assistants should receive appropriate training before starting the work. This program made to provide training of companions-assistants for functionally impaired people from Lithuania and Latvia. Total number of trainees could be no more than 30 participants per group. The training program composed of 9 components that target the following levels of awareness for staff:

No.	Theme
1.	Introduction to program
2.	Companion-assistant service. Social policy concerning companion-assistant services. Independent living models. Profile of companion-assistant: skills, functions, roles of companion-assistant. Companion-assistant skills, development of professional skills, knowledge and values.
3.	Companion-assistant service users, profiles of target groups: functional impairment details, specific needs, impacts of the functional impairment, specific characteristics of different impairment.
4.	Ethics in disability.
5.	Companion-assistant service planning (areas of companion-assistant service, companion-assistant service stages, service needs assessment, motivation for client's change.)
6.	Practice of companion-assistant service in other countries.
7.	Providing of companion-assistant service. Evaluation of the services quality.
8.	Environmental adaptations and equipment (aids) for functionally impaired people. Universal design principles.
9.	Case analysis and examples of good practice concerning companion-assistant services.

Hiring a companion-assistant

It is very important to hire companion-assistant in the official way. The employer can be client, who had made his/her decision and is ready to hire his/her new companion-

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assistant or the institution. Whatever the companion–assistant is de jure subordinated, he/she and client have to set duties and responsibilities for each other.

If companion-assistant is employee of service provider (institution) it is recommended to use the form of Employment Contract (see the Annex 1 ‘Darbo sutarties pavyzdinė forma’ and the Annex 2 ‘Darba līgums’).

If the client asks the companion-assistant service from institution, he/she has to fill the application (see Annex 3 ‘The application form for social service’).

Sometimes the companion-assistant is hired directly by client. Then best way to do that is to develop an employment contract between the client and the companion-assistant. The contract should describe all aspects of working and social (live-in companion-assistant) relationship. Annex 4 ‘Employment contract’ shows how to prepare such contract. If the companion-assistant is a volunteer, the employment contract has to be edited by deleting the paragraph ‘SALARY’.

In addition Annex 5 – scheme describes how to organize service-piloting process.

Payment principles

The salary of companion-assistant can vary depending on their experience, placement and the employer. The hourly salary should not be smaller than minimum hourly rate set by government. All salary rates, possible expenses of the companion-assistant (for accompanying client in theatre, restaurant, at travel, entertainment, etc.) has to be described and agreed in the contract (Annex 4 ‘Employment contract’).

During the service piloting within the LLIV-322 project *My Social Responsibility*, the companions-assistants service expenses should be covered from project budget according to the planned. The service financing after the piloting could come from different resources: client, municipality, government, different funds, etc.

TASKS AND FUNCTIONS OF COMPANION - ASSISTANT

The tasks of companion-assistant

Companion-assistant is a person, who helps children, adults and aged persons with hearing, physical, sight and development problems, mental illnesses, after physical and mental trauma and/or untreatable deceases to act independently in their everyday activities. It’s important that companion-assistant helps to ensure the functionally impaired person’s wellbeing, comfort, safety and completeness in the society. There can be a number of tasks including help

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with basic needs of client outside the home, accompanying the client to social events, swimming, medical appointments, sports and leisure activities etc.

The companion-assistant service has to meet fully the needs of the client. One of the most important needs of client is mobility. Then companion assistant helps the client to move and take care of him/her self independently at the educational institutions, workplace, at the beach, leisure centres, at other different institutions, which provides a variety of services (hospital, bank, municipality, etc.) or at any other place whatever the client wants to visit.

The client has to decide what activities companion-assistant should help with. Client's „needs assessment“ is base for the work. How to evaluate client's needs for the companion-assistant service is presented in the list below, where „Other“ indicates additional activities.

Needs assessment sheet

Category of The Needs	Description of the Needs	Notes
Daily Needs	Bathing Dressing Housekeeping Medications managing Range of the motion exercises Eating Shopping Toileting Transfers Wheelchair maintenance Other	
Recreation	Walking Excursion Journey Hobby Visiting Other	
Education	Mobility Accessing Reading	

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	<p>Writing</p> <p>Speaking</p> <p>Using of learning aids</p> <p>Equipment</p> <p>Other</p>	
Workplace	<p>Mobility</p> <p>Accessing</p> <p>Reading</p> <p>Writing</p> <p>Speaking</p> <p>Using of working aids</p> <p>Equipment</p> <p>Other</p>	
Health	<p>Mobility</p> <p>Using medications</p> <p>Management of symptoms</p> <p>Self treatment</p> <p>Asking for help</p> <p>Behaviour in the case</p> <p>Stabilising of the health</p> <p>First Aid</p> <p>Crisis management</p>	

The companion-assistant should work with individuals: to prioritise needs of functionally impaired people; ensure that confidentiality is respected; verify that all potential resources and supports have been considered; determine which needs are already met and which needs are not. Also approve support and regularly review support plans and individual support agreements; help with communication among service providers, family, community support systems and funders to reduce duplication and clarify responsibility and accountability¹.

A companion-assistant provides a service to people with functional impairment in order to enhance their life experience and help them to fulfil their potential. The companion-

¹ Disability support program handbook. Health and social services. PEI disability support program. Prince Andrew Islands, Canada

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assistants service helps people with functional impairment to be as independent as possible, to live meaningful life.

The functions of companion-assistant

There are 2 main functions of companion-assistant: **accompany the client** and **assist**, if it's necessary. More clearly, functions and tasks must be agreed in the agreement between client and the companion-assistant and/or service provider (see the Annexes). For example, one of tasks could be to help communicate or to mediate with other physical or legal persons. Free client's social communication without any restriction of functional impairment is one of main goals companion-assistant may achieve.

Roles of companion-assistant for functionally impaired persons can vary - support person, mediator, lawyer, etc.

Sometimes not only the functionally impaired persons, but also all the people feel lonely and miss long and sincere communication. When accompany the client, companion-assistant must remember, that although the person has relatives, he/she would like to go for a walk, to have somebody to talk to, would not get bored, to play a cards or other games, to listen to music, to read a book or watch a movie and to discuss it.

DISSEMINATION AND COOPERATION

Dissemination

Information about the companion-assistant service for functionally impaired persons (developed and piloted within the LLIV-322 project *My Social Responsibility*) should be disseminated and advertised in several different ways. For example: through local or national press, television and radio, on the official internet page of the institution, European national agencies, social services' centres, municipalities, different associations of people with disabilities or functional impairment, NGOs and other organisations and so on. The service could be recommended for the client by the family doctor, if they are informed and/or if service provider-institution collaborates with health care institutions.

Cooperation

It is very important to spread information about the new companion-assistant social service. Cooperation with European national agencies, social services' centres, municipalities, different associations of people with disabilities or functional impairment, NGOs and other organisations may improve companion-assistant social service accessibility, to develop better cooperation mechanism and to find different funding possibilities.

ANNEXES

Annex 1. An example of ‘Darbo sutarties pavyzdinė forma’ PATVIRTINTA

The Government of the Republic of Lithuania

2003 m. sausio 28 d. nutarimu Nr. 115

DARBO SUTARTIES

Dd/mm/yyyy _____ No. _____

_____ (įmonės, įstaigos, organizacijos, kitos organizacinės struktūros (toliau vadinama – darbdavys) pavadinimas, adresas);

_____ jeigu darbdavys fizinis asmuo – vardas ir pavardė, asmens kodas, adresas)

_____ Darbdavio atstovas _____

(pareigos, vardas ir pavardė)

_____ ir priimamas į darbą asmuo (toliau vadinama – darbuotojas) _____

(vardas ir pavardė)

_____ (paso ar asmens tapatybės kortelės duomenys (jeigu nėra šių dokumentų, duomenys iš kitų asmens tapatybę patvirtinančių

_____ dokumentų) – asmens kodas arba Darbo sutarčių registravimo taisyklių 6.5 punkte nurodytais atvejais – gimimo data;

_____ gyvenamoji vieta)

s u d a r è šią darbo sutartį:

1. _____ priimamas dirbti šiomis būtinosiomis

(vardas ir pavardė)

darbo sutarties sąlygomis:

1.1. _____;

(darbovietė – įmonė, įstaiga, organizacija, struktūrinis padalinys ar kt.)

1.2. _____

(tikslios darbo funkcijos, t.y. profesija, specialybė, pareigų pavadinimas, kvalifikacija; taip pat nurodyti,

_____ jeigu darbuotojas priimamas mokiniu)

_____ 1.3. kitos būtiniosios darbo sutarties sąlygos (pagal Lietuvos Respublikos darbo kodekso 95 straipsnio 2 dalį) _____

2. Sudaroma _____

(nurodyti, kokia darbo sutartis sudaroma – neterminuota, terminuota, laikinoji, sezoninė, dėl

_____ papildomo

darbo, antraeilių pareigų, su namudininkais, patarnavimo darbams ir t.t. – įrašyti reikiamus žodžius. Jeigu

_____ sudaroma terminuota, laikinoji ar sezoninė darbo sutartis, nurodyti jos galiojimo terminą)

3. Darbdavys įsipareigoja mokėti darbuotojui šį darbo užmokestį: _____

(nurodyti valandinį tarifinį

_____ atlygį, mėnesinę algą, priemokas, priedus ir kita; kiek kartų per mėnesį, kuriomis dienomis mokamas darbo užmokestis)

Šiame punkte nurodytas darbo užmokestis ir jo mokėjimo sąlygos gali būti keičiami tik šalių susitarimu (išskyrus atvejus, nurodytus Lietuvos Respublikos darbo kodekso 120 straipsnio 3 dalyje).

4. Nustatomas išbandymo laikotarpis _____

(nurodyti terminą)

5. Nustatoma darbo dienos (pamainos, darbo savaitės) trukmė _____

6. Nustatomas ne visas darbo laikas _____

(nurodyti, kas ir kiek mažinama, – darbo savaitės dienų skaičius,

_____ trumpesnė darbo diena)

7. Kitos darbo sutarties sąlygos, dėl kurių šalys sulygsta (pagal Lietuvos Respublikos darbo kodekso 95 straipsnio 4 dalį, 119 straipsnį, 127 straipsnio 3 dalį, 158 straipsnio 6 dalį, 168 straipsnio 2 dalį, 182, 185 straipsnius, 195 straipsnio 6 dalį, 221 straipsnio 2 dalį, kitus straipsnius, taip pat kitus teisės aktus) _____

8. Kasmetinių atostogų suteikimo tvarka, jų trukmė ir apmokėjimo sąlygos nustatomos pagal Lietuvos Respublikos darbo kodekso 169, 171, 176 straipsnių nuostatas.

9. Kiti darbdavio įsipareigojimai, kurie neprivalomi pagal teisės aktus, bet jiems neprieštarauja, ir kurių nereglamentuoja kolektyvinė sutartis _____

(papildomos garantijos, kompensacijos ir kita)

10. Darbuotojo įsipareigojimai, kurių nereglamentuoja kolektyvinė sutartis ir kurie neprivalomi pagal teisės aktus, bet jiems neprieštarauja _____

11. Įspėjimo terminai, kai ši darbo sutartis gali būti nutraukiama darbdavio iniciatyva, kai nėra darbuotojo kaltės, nustatomi pagal Lietuvos Respublikos darbo kodekso 130 straipsnio nuostatas.

12. Įmonėje galioja kolektyvinė sutartis _____

(nurodyti jos pasirašymo datą ir numerį)

13. Su 12 punkte nurodyta kolektyvine sutartimi susipažinau _____

(darbuotojo parašas, kad jis su kolektyvine sutartimi yra susipažinęs)

14. Ši darbo sutartis įsigalioja _____

(nurodyti datą)

15. Darbuotojas pradeda dirbti _____

(nurodyti datą)

16. Ginčai dėl šios darbo sutarties nagrinėjami Lietuvos Respublikos darbo kodekso nustatyta tvarka.

17. Ši darbo sutartis gali būti nutraukta Lietuvos Respublikos darbo kodekso nustatytais pagrindais.

18. Ši darbo sutartis sudaroma dviem egzemplioriais: vienas duodamas darbdaviui, kitas – darbuotojui.

Darbdavys – fizinis asmuo, (Parašas) (Vardas ir pavardė)

arba darbdavio atstovas

A.V.

Darbuotojas (Parašas) (Vardas ir pavardė)

Darbo sutartis pakeista (papildyta) _____

(nurodyti, kurios pirminės šios darbo sutarties sąlygos pakeistos,

_____ taip pat datą ir
teisinį pagrindą)

Darbdavys – fizinis asmuo, (Parašas) (Vardas ir pavardė)

arba darbdavio atstovas

A.V.

Darbuotojas (Parašas) (Vardas ir pavardė)

Darbo sutartis nutraukta _____

(nurodyti datą ir teisinį pagrindą)

Darbdavys – fizinis asmuo (Parašas) (Vardas ir pavardė)

arba darbdavio atstovas

A.V.

Darbuotojas (Parašas) (Vardas ir pavardė)

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PASTABA. Įmonės, naudodamos darbo sutarties pavyzdinę formą, gali joje numatyti daugiau pastraipų „Darbo sutartis pakeista“, sudarydamos galimybę įrašyti visus darbo sutarties pakeitimus.

Annex 2. An example of 'Darba līgums'

DARBA LĪGUMS (STANDARTLĪGUMS)

(darba līguma noslēgšanas vieta un laiks)

(darba devēja pilns oficiālais nosaukums, adrese)

_____ turpmāk saukts - "darba devējs",

(amatpersona vai pilnvarots pārstāvis, kuram ir tiesības pieņemt un atlaist darbiniekus)

personā, no vienas puses, un _____

(darbinieka vārds, uzvārds)

personas kods **xxxxxxx - xxxxx**

dzimis(-usi) _____ gada _____, dzīvo _____

pase (dzimšanas apliecība, bezpavalstnieka apliecība u.c.) nr. _____,

izdota _____

turpmāk saukts(-a) - "darbinieks", no otras puses, noslēdz līgumu:

1. Darbinieks stājas darbā pie darba devēja un darba devējs pieņem viņu darbā par _____

(amats, profesija vai kvalifikācijas kategorija un darba vietas nosaukums vai apzīmējums)

Darbinieks uzsāk darbu ar _____

(gads, datums)

2. Darbinieka pienākumi.

2.1. Izpildīt:

2.1.1. pamatdarbā _____

2.1.2. profesiju (amatu) apvienošanas kārtībā _____

2.2. Veikt papilduzdevumus _____

2.3. Ievērot iekšējās darba kārtības noteikumus un pildīt darba devēja rīkojumus, ievērot darba aizsardzības, drošības tehnikas un darba higiēnas prasības, saudzīgi izturēties pret darba devēja mantu, neizpaust ražošanas, komerciālos un citus noslēpumus.

2.4. Darbinieks uzņemas pilnu materiālo atbildību par naudas, materiālajām un citām vērtībām, kuras viņam nodevis darba devējs un par kurām darbinieks sistemātiski (uz dokumenta pamata) atskaitās darba devēja grāmatvedībai.

2.5. Ejot atvaļinājumā vai beidzoties darba attiecībām, darbinieka pienākums ir viņa atbildībā esošās vērtības nodot ar aktu darba devēja norādītajam darbiniekam. Iztrūkuma vai vērtību bojāšanas gadījumā darbinieks atlīdzina to vērtību.

3. Darba devēja pienākumi.

3.1. Samaksāt darbiniekam saskaņā ar darba likumdošanas, darba koplīguma un šī līguma noteikumiem:

3.1.1. pamatalgu (mēnešalgu (amatalgu), stundas tarifa likmi) _____;

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3.1.2. maksu par profesiju (amatu) apvienošanu _____;

3.1.3. piemaksu par kaitīgiem darba apstākļiem _____;

3.1.4. citas piemaksas un prēmijas (par virsstundu darbu, nakts darbu u.c.) _____.

3.2. Nodrošināt darba apstākļus, kas paredzēti likumdošanas aktos, darba koplīgumā un šajā līgumā; pirms stāšanās darbā iepazīstināt darbinieku ar veicamo darbu un tā apstākļiem, iekšējās darba kārtības, darba drošības, drošības tehnikas un citiem noteikumiem;

3.3. Sekmēt darbinieku kvalifikācijas paaugstināšanu:

3.4. Papildus likumdošanas aktos un darba koplīgumā paredzētajiem atvieglojumiem noteikt darba, sociālos un sadzīves atvieglojumus:

4. Darba līgums noslēgts:

(uz nenoteiktu laiku, uz noteiktu laiku, uz noteiktu darba izpildes laiku)

Ja pēc šī darba līguma termiņa izbeigšanās neviena no pusēm nav pieprasījusi līgumu izbeigt un darba attiecības faktiski turpinās, līgums skaitās pagarināts uz nenoteiktu laiku pēc iepriekšējiem noteikumiem.

5. Darbiniekam ir (nav) tiesības slēgt darba līgumu ar citu darba devēju.

6. Darba līguma nosacījumus var grozīt tikai ar darbinieka rakstveida piekrišanu atbilstoši Latvijas Republikas Darba likuma, izņemot likumdošanas aktos paredzētos gadījumus.

7. Darba līgumu var izbeigt pirms termiņa, pusēm par to savstarpēji vienojoties.

Vienpusēja darba līguma laušana pieļaujama tikai darba likumdošanā paredzētajos gadījumos un kārtībā.

8. Darba strīdi starp darba devēju un darbinieku izšķirami likumā noteiktajā kārtībā.

9. Darba līgums sastādīts divos eksemplāros, no kuriem viens glabājas pie darba devēja, otrs - pie darbinieka.

Darba devējs.....
(paraksts)

Darbinieks.....
(paraksts)

Annex 3. An example of ‘The application form for social service’

┌ Document registration tag ┐
└ ─────────────────────────── ┘

THE PERSON REQUIRING A SOCIAL SERVICE

Name

Surname

Personal ID

The address of a declared place of residence	The date of declaration
	Telephone number

The address of actual place of residence	Telephone number
--	------------------

_____ (the name of local municipality)

THE APPLICATION FOR SOCIAL SERVICE OF COMPANION-ASSISTANT

__/__/20__

I would like to receive a social service of companion-assistant.

ACCOMPANYING DOCUMENTS (please, mark with

- The copy of the document about the declared place of residence (if requested) _____ pages.
- Appendix 1 (declaration)
- Other _____ pages.

Application submitted by (please, underline)

The person requiring the service
(legal representative)

(signature) (name, surname)

¹ Provide a reason why a person (one of his adult family members or his foster parent) was not able to apply for the service himself. _____

APPENDIX 1

to the application for social service of companion-assistant

DECLARATION

I, _____,

(Name and surname)

1) I KNOW AND I AGREE:

- that in relation with the service of a companion-assistant the information will be collected about me and my family members from other institutions and the data about the service provided to me (my family) can be passed to other institutions as far as the confidentiality of the data is ensured by the laws;
- to provide the institution organizing the social service or the institutions providing this service with information necessary to receive the service or to guarantee its continuity
- that the institution can require additional documents to confirm that the provided documents are correct;
- that due to provision of incorrect information the delivery of the service for me can be terminated or suspended.

2) I CONFIRM that the information is correct.

3) I AM INFORMED AND I KNOW THAT: (mark with):

- my financial situation (or the financial situation of my family members) does not influence the possibility to receive the service of a companion-assistant in my local territory organized by _____ (institution)
- if I do not agree with the decision of _____ (institution) about the need of the service of a companion-assistant I can appeal to.

(signature)

(name and surname)

The receipt is handed in after the application form for the service of companion-assistant is registered.

RECEIPT

(name of the person to whom the receipt is given)

Case No. _____

The application for a social service of companion-assistant submitted

_____ No. _____
(date of submission)

- All necessary documents have been provided
- Missing documents:

The application and the documents were submitted to

(title of the position)

(signature)

(name and surname)

Annex 4. An example of ‘Employment contract’.

EMPLOYMENT CONTRACT

Employment Contract between employer _____ and companion-
assistant_____

WORK SCHEDULE (Circle the appropriate days)

Mon. Tues. Wed. Thur. Fri. Sat. Sun.

Time of day: Morning _____ Mid-day _____ Evening _____ Night _____

SALARY

_____ per hour _____ per week _____ per month

Cash _____ Check _____ withholding tax _____

ACCEPTABLE SOCIAL BEHAVIOR OF COMPANION-ASSISTANT:

Swearing: Yes _____ No _____ Smoking: Yes _____ No _____

Drinking (moderately and not while working): Yes _____ No _____

FRINGE BENEFITS:

Employer will pay for companion-assistant to accompany him or her to theatre, restaurant,
travel, entertainment: Yes _____ No _____

Other _____

ACCOUNTABILITY:

If personal items of value are damaged due to negligence on part of the companion-assistant,
he/she will pay the damage.

CLIENT’ S RESPONSIBILITIES: (Check appropriate items)

_____ will independently perform all tasks within his or her ability.

_____ will not expect companion-assistant to stay past the agreed time (except emergency
situations)

_____ will make arrangements for emergency companion-assistant.

_____ will maintain records on companion-assistant performance.

COMPANION -ASSISTANT RESPONSIBILITIES: (Check appropriate items)

_____ will honour the confidentiality of the client.

_____ will complete duties by the agreed-upon time.

_____ will be on time.

_____ will perform all duties as outlined in the performance checklist.

ABSENCES: The employer (client) or companion-assistant must give at least _____ (number) days advance notice of an interruption to the schedule. In case of an emergency, the employer (client) and companion-assistant must notify each other as soon as possible.

TERMINATION:

_____ Number of absences will result in termination.

_____ Number of tardiness's will result in termination.

Companion-assistant will be reminded (number of times) of unacceptable behaviour before being terminated. If the companion-assistant's behaviour is endangering the employer's (client's) health or safety, the companion-assistant will be terminated without notice.

TERMINATION NOTICE:

Each party shall give _____ (number) weeks' notice before termination.

Signature

Signature

Date

Date

Appendix 1 to 'Employment contract'

RECORD OF COMPANION-ASSISTANT SERVICES PROVIDED

Name of client: _____

Name of companion-assistant: _____

Start date: _____ **End date:** _____

Date	Service	Description of the service	Cost (LTL LVL)

Appendix 2 to ‘Employment contract’

DAILY TIME RECORD

Year:

Month:

Date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Hours																														

Total hours worked _____ (hourly salary) x _____ (total paid) = _____

Companion's-assistant's _____

(Name, surname, signature)

Annex 5. Scheme of service piloting process

SCHEME

SERVICE PILOTING ORGANISATION PROCESS

AGREEMENT WITH COMPANION-ASSISTANT should include that companion-assistant has summed workload (summētais darba laiks) and payment is calculated in h (LVL/h or LTL/h).

