

**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 social joint 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 an assistant-companion in Latvia, Lithuania, European Union (EU) and USA. After having made a qualitative research in the center of social services, it can be concluded that people with a functional impairment have a need for a personal assistant-companion. For the physically disabled people the most important help is related to transportation and help with their personal needs (e.g. prescription of medicine; visit to a doctor or other public institutions; help with purchasing food or other things and services etc). Mentally disabled people focused on communication as the main function of a personal assistant-companion. Research had shown that in a large number of institutions providing social services such an assistant-companion service, the specialists provide them informal. 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 a personal assistant-companion needs to be expanded. In this concept is concretized the companion-assistant functions and tasks, fixed potential working time, locations and ways, defined requirements for employees or volunteers: level of knowledge, experience, competence, skills.

Also are identified potential cooperation partners (persons, organizations, etc.) and is provided some documentation forms, planning payment principles for employees/volunteers, made piloting agreement with responsible organizations in each partner country.

EMPLOYMENT OF COMPANION-ASSISTANT

1. The requirements for employees or volunteers

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, English, Russian or other foreign language, music and etc. are a good preparation for a person to become a companion-assistant. Almost every employer (client) asks for a positive testimonial. Many employers (clients) give preference to companions-assistants who already have experience in looking after, taking care of people. Disability Resource Centre (DRC) name such 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 intended for 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:

- Must have a secondary school diploma or the equivalent and be at least 18 years old;
- Must have good 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 detail;
- The previous care experience not essential, though this may be in an informal capacity, but the candidate must have a genuine interest helping people (especially disable or elderly people) and must demonstrate that he/she has a genuine interest in the provision of high quality service as well possess the motivation to develop trust and understanding within the role, and treat the role as a personal assistant-companion role designed to enable persons independence;
- Candidate 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 candidate must have a fair amount of physical strength.
- Candidate also must be friendly, understanding, conscientious and a positive person; have patience, understanding and be tolerant as well observant; reliable and a good timekeeper; be an adaptable person and able to work on his/her own initiative within

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defined parameter; to be enthusiastic to learn and do new things; maintain strict confidentiality at all times; have basic first aid skills.

There are also desirable criteria for a companion-assistant, such an ability to drive, i.e. to have a driving license (use of 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 different types of disabilities.

2. Skills, knowledge and values of employees or volunteers

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 acquaint with the Convention on the Rights of Persons with Disabilities) as well work ethics, delivery of the assistance service, legislation concerning assistance service stages of assistance service, functional impairment types, needs assessment and assessment of the service quality as well.

The companion–assistant has needed following skills: to communicate effectively with functionally impaired people, other professionals, parents; to demonstrate empathy and sensitivity to diversity; to make a selection of the clients; to assess assistance service needs; to prepare individual assistance plan; to provide assistance service; to assess quality of the service and progress level of the client; 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. and the ability to provide support while facilitating independence and self-determination.

Companion–assistant for functionally impaired people are also responsible for treating 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.

Each companion–assistant should know the main rules communicating with people who have functional impairment. Companion–assistant have to remember following instructions how to interact with the functionally impaired people. i.e. how to help to introduce yourself and offer assistance; don't 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, but the assistant do not discourage their active

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participation and the companion-assistant has to allow a person dignity, 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 hi/she has for everyone else. Treat the person as an individual, not as a functional impairment. Don't assume that "functional impairment" is all that person can talk about or is interested in. Companion-assistant has to find a topic of small talk the way the person would with anyone. Also hi/she has to use a normal voice when extending a verbal welcome, don't raise the voice unless requested. As in any new situation, everyone will be more comfortable if the companion-assistant will relax.

People with disabilities and functional impairment are not conditions or diseases. They are individual human beings. Companion–assistant can say that person has a disease, disability, etc. But he or she is not, for instance epileptic. Secondly, companion–assistant should know appropriate terminology concerning functional impairment. Assistant can use an adjective as a description, not a category or priority, i.e., ‘the architect in the wheelchair’ rather than ‘the wheelchair architect’.

It may be also the barriers to work with people who have functional impairment, such an attitudinal barriers. It has been defined as a way of thinking or feeling resulting in behaviour that limits the potential of people with functional impairment. Often it is not the functional impairment, but rather the attitudes of the general public 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, etc. Programmatic barriers — accessibility can be achieved by a number of methods. 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 all methods of programmatic access. What are programmatic barriers? It are 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, etc. Architectural-Physical accessibility — is a critical issue in providing services/programs for individuals with functional impairment, especially those with mobility impairments (i.e. uses of wheelchairs, walkers, canes, etc.) In offering a physical program/service, be aware of physical barriers that may create a barrier to participation in a program. What are architectural barriers? It are curbs, stairs, narrow doorways, heavy doors, parking counter, shelves, water fountains, telephones that are too high, etc.

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All these general rules and other skills, knowledge has to be delivered and discussed in the training of companion-assistant.

3. The training of companion-assistant

The program has to intend for international companions–assistants for functionally impaired people from Lithuania and Latvia. Total number of participants’ — no more than 30 participants per group. The training program has to be composed of 9 components that target the following levels of awareness for Functionally Impairment Support staff:

No.	Theme
1.	Introduction to program
2.	Personal companion-assistant service. Social policy concerning personal companion-assistant services. Independent living models. Profile of Personal 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.	Disability ethics.
5.	Personal companion-assistant service planning (areas of companion-assistant service, personal assistance service stages, service needs assessment, motivation for client’s change.)
6.	Practice of companion-assistant service in other countries.
7.	Providing of personal companion-assistant assistance service. Evaluation of the services quality.
8.	Environmental adaptations and equipment (aids) for functionally impaired people. Principles of universal design.
9.	Case analysis and examples of good practice concerning companion-assistant services.

A very important part of the training is assessment of trainees’ expectations. It gives an opportunity to express wishes, expectations and needs of potential companion-assistant concerning the training. According the expectations of participants’ trainer can adapt training program.

We recommend responses record on a flip chart. Assess which expectations are likely to be met in the training and which ones may go beyond its scope. At the end of the session, a review of these initial expectations could be part of the evaluation.

4. Produce of hiring a companion-assistant

It is very important to hire companion–assistant for functionally impaired people in the official way. The employer (client) had made his/her decision and is ready to hire his/her new assistant-companion. In this case when companion-assistant is hiring through a provider¹ may require the personal assistant-companion to sign the provider’s contract. The recommendation is to use the standard form of Employment Agreement (see the Anex 1 ‘Darbo sutarties pavyzdinė forma’ and the Anex 2 ‘Darba līgums’).

If the client asks of the provider a social service, hi/she has to fill the provider’s application for the social service of personal companion-assistant (see Annex 3 ‘The application form for social service’).

Sometimes the companion-assistant is hiring directly through client, but whatever the companion–assistant is de jure subordinate, hi/she and client have to set duties and responsibilities off each other. The way 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 personal assistants) relationship. How to prepare a contract, see Annex 4 ‘Sample employment contract’. If the companion-assistant is a volunteer, the employment contact has to be edited by deleting the paragraph ‘SALARY’.

5. Payment principles

The salary of companion-assistant varies depending on their experience, placement and the employer. The salary in Lithuania and Latvia of companion-assistant supposed to be at list a minimum (governmental) salary rate per hour: in Lithuania its 6.06LTL² (~1.75Eur), in Latvia – 1.203 LVL³ (~1.71Eur). All salary rates, the extra expenses of the companion-assistant (theatre, restaurant, travel, entertainment, etc.) has to be agreed in the employment contract (Annex 4 ‘Sample employment contract’).

In the Latvia-Lithuania Cross Border Cooperation Programme 2007-2013 LLIV-322 project *My Social Responsibility* for the companions-assistants service during piloting period the salary is planned 3.00 Euro per hour and the financing is planned in the project budget. The service financing after the project could come from different resources: client, municipality, government, etc.

¹ Any institution, which provides a companion-assistant social service.

² <http://www.litlex.lt/scripts/sarasas2.dll?Tekstas=1&Id=165527&Vr=1&Zd=>

³ <http://www.lm.gov.lv/text/407>

FUNCTIONS AND TASKS OF COMPANION-ASSISTANT

1. The tasks of companion-assistant

Companion-assistant is a natural person, who helps children, adults, aged persons with hearing, physical, sight, development problems, mental illnesses, after physical and mental trauma, untreatable deceases to act independently in their everyday chores. It's important that companion-assistant help ensures the functionally impaired person's wellbeing, comfort, safety and completeness in the society. There can be a number of regular tasks including basic needs of client outside the home, e.g. accompanying the client to social events, swimming, medical appointments etc., but the most important tasks of the companion-assistant are to satisfy individual needs, social integration of client and to provide high-quality service to individuals and their families.

The companion-assistant service has fully to meet the needs of the client which one of the most important is mobility, i.e. the 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 companion–assistant have to decide what activities assistant need help with. This is called „needs assessment“. How to determine need assistance is presented in the list below. „Other“ indicates additional activities.

Category of The Needs	Description of the Needs	Notes
Daily Needs	Bathing Dressing Grooming Housekeeping Medications Range of the motion exercises Eating Shopping Toileting Transfers Wheelchair maintenance Other	

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

Needs assessment sheet

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The functional impairment support worker is expected to work with individuals and families, to prioritise needs of functionally impaired people, ensure that procedures for confidentiality are in place; verify that all potential resources and supports have been considered; determine which needs are already met and which needs are not met; approve supports and review support plans and individual support agreements on an ongoing basis; support communication among service providers, family, community supports and funders to reduce duplication, and clarify responsibility and accountability⁴.

A companion-assistant provides individual assistance to people with functional impairment in order to enhance their life experience and help them to fulfil their potential. The functional impairment support service helps people with functional impairment to be as independent as possible, to live meaningful life. The companion-assistant is set up to respond to the unique needs of individuals and families.

2. The functions of companion-assistant

The companion-assistant accompanies the client and, if it's necessary and agreed in the agreement (see the Anex 4, Appendix 1 'Record of assistance used'), helps to mediate with other physical or legal person. Providing that kind of service the companion-assistant meets other very important need of the client – social communication without any restriction of functional impairment.

A support roles of companion-assistant for functionally impaired persons can variety, this may include: participation assistant, Notetaker, Sign Interpreter, Adaptive Technology support, Alternate format support Library/Research Assistant, Tutor, Alternate examination arrangements, Orientation and Mobility guide, etc.

On the other hand, the services of a companion-assistant would be welcome by those persons who need not only an attendant, but also a companion. Sometimes not only the functionally impaired persons, but all the people, feel lonely and miss long and sincere communication. 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 listening to the music, to read a book or watch a movie and to discuss about it.

⁴ Disability support program handbook. Health and social services. PEI disability support program.

DISSEMINATION AND COOPERATION

1. Dissemination

The LLIV-322 project *My Social Responsibility* product companion-assistant service for functionally impairment persons can be disseminated in several ways: through local press, television and radio, on the official internet page of the institution and so on. As far as the institution collaborates with health care institutions, the service could be recommended for the client by the family doctor.

2. Cooperation

It's very important to spread information about the new social service companion-assistant and in this dimension it's very important to have a cooperation partners. Inviting representatives from related European national agencies, social services centres, municipalities, different associations of people with disabilities or functionally impairment, NVO's and other organisations to discuss cooperation on social service companion-assistant, including intention, cooperation mechanism, funding possibilities.

The project will identify and analyse research priorities, social services in Latvia and Lithuania align them to European priorities. This will be achieved by the formulation of a Latvia-Lithuania Cross Border Cooperation Plan. The drafting of the Cooperation Plan will be supported through the organizations of events synchronized with dialogue meetings, which will provide further inputs and comments on common priorities, opportunities and challenges. Further inputs will be achieved by actively interfacing with existing Latvia and Lithuania initiatives. This Cooperation Plan will be one of the main outputs of the project and is intended to promote international cooperation in social services between Latvia and Lithuania.

ANEXES

Anex 1 ‘Darbo sutarties pavyzdinė forma’
PATVIRTINTA

Lietuvos Respublikos Vyriausybės
2003 m. sausio 28 d. nutarimu Nr. 115

DARBO SUTARTIS

20__ m. _____ d. Nr. _____

_____ (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 būtinosios 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)

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

Anex 2 '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 **xxxxxx - 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 25.pantam, 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 ‘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

__/__/20__

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

ACCOMPANYING DOCUMENTS (please, mark with

- the copy of the document about the declared place of residence, ____ pages.
- Appendix 1 (declaration)
- Other _____ pages.

Application submitted by (please, underline)

The person requiring the service
(one of his adult family members)
or his foster parent

_____ (signature) _____ (name, surname)

Other¹ stakeholders, community members etc.

_____ (please, insert)

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

The application for social service of a personal assistant-companion

DECLARATION

I, _____,

(Name and surname)

1) I KNOW AND I AGREE:

- that in relation with the service of a personal assistant-companion 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 (my family) 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 personal assistant-companion in my local territory organized by _____ (institution) funded by the project LLIV-322 My Social Responsibility (in the programme of Latvia-Lithuania *Cross-border* cooperation 2007-2013)
- if I do not agree with the decision of _____ (institution) about the need of the service of a personal assistant-companion I can appeal to the director of the administration or the department of Social Service Supervision.

4) I PROVIDE:

- a passport, s personal ID card, a permission to live in Lithuania/Latvia, a temporary citizen card (underline) of a person requiring the service;
- a document to confirm social status/ occupation: a reference about functional disorder, retirement, disability, unemployment or student card and/ or: _____ (underline/insert).

(signature)

(name and surname)

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

RECEIPT

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

Case No. _____

The application for a social service of personal assistant-companion 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 ‘Sample employment contract’.

SAMPLE 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 _____

Room and Board: Yes _____ No _____ Meals: Yes _____ No _____

Laundry (live-in PA) Yes _____ No _____ Utilities: Yes _____ No _____

Use of personal items (list):

ACCEPTABLE SOCIAL BEHAVIOR:

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

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

Overnight guests: 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, the companion-assistant will pay the damage.

EMPLOYER' S RESPONSIBILITIES: (Check appropriate items)

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

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

_____ Employer will be ready to work upon the companion-assistant's arrival.

_____ Employer will make arrangements for emergency companion-assistant.

_____ The employer will maintain records on companion-assistant performance.

COMPANION-ASSISTANT RESPONSIBILITIES: (Check appropriate items)

_____ Companion-assistant will honour the confidentiality of the employer.

_____ Companion-assistant will complete duties by the agreed-upon time.

_____ Companion-assistant will be on time.

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

ABSENCES: The employer or companion-assistant must give at least _____ (number) days advance notice of an interruption to the schedule. In case of an emergency, the employer 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 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 2 ‘Monthly time record’

MONTHLY TIME RECORD																														
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) = _____

Personal companion's-assistant's _____

(Name, surname, signature)