

Live-In Orientation

Because live-in providers have many unique issues regarding payment, working arrangements, time-off, etc, having a separate orientation is important to avoid confusion for the worker. The Home Care Commission has developed a Live-in Orientation in accordance with the 2009-2011 collective bargaining agreement. Per the CBA, “a live-in Homecare Worker shall complete the orientation prior to commencement of employment as a live-in Provider”.

HCC has developed a Power Point presentation as a companion to the orientation power point developed in 2007. The presentation has also been made into a manual. Local offices are responsible for conducting the Live-in Orientation.

Guidelines:

1. These guidelines apply to homecare workers starting work as a live-in, or hourly workers starting a live-in position.
2. It is recommended that offices do the live-in orientation as a separate piece. This way attention can be paid to specific live-in issues and questions, and it can be tracked.
3. Live-In orientation can be an add-on to the regular orientation for those needing it, or done on an as-needed basis as long as it is done prior to commencement of work. Offices may instead wish to incorporate the live-in information to the regular orientation, since many workers move from hourly to live-in and back again. In either case, all of the information from the Live-in Orientation must be included.
4. Per OAR 411-031-0040(8)(e), all homecare workers are to attend orientation within the first 30 days of enrollment when possible, or at least within 90 days of enrollment. Any new homecare workers must meet this rule or their provider number is inactivated. In certain cases, when a consumer’s need for live-in help is such that the worker needs to start working before an orientation can be held, the local office should use the Live-In Manual and test to assure that the information

is obtained by the worker about live-in issues prior to commencement of the job.

5. Workers who have already attended orientation who then begin working as a live-in provider shall do one of the following:
 - a. Attend a Live-in Orientation prior to beginning work as a live-in provider.
 - b. Attend a full orientation if the live-in materials are incorporated into the whole.
 - c. Every effort should be made to have the worker attend a training in-person. In cases where a) or b) are not possible, read the Live-In Manual and turn in the test. The local office should be available to review the test and address questions or concerns.

6. Live-in Orientation shall be tracked as a separate class in addition to regular orientation, even if the two are combined. A question will be added to RRS Training and Orientation page to do this. When a test is used instead of class attendance, enter the date the passed test was received.

7. Relief workers do not need to attend Live-in Orientation.