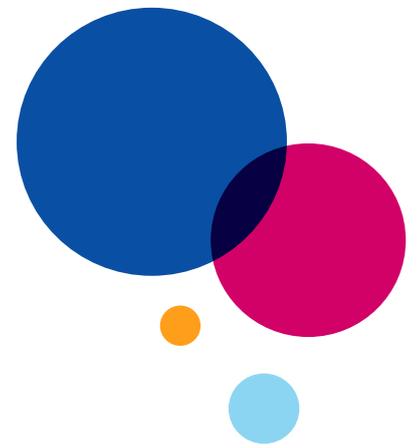


Assistant orientation



It is also important to ensure that the relationship between you and your assistant starts off on the right foot.

Make sure that the employment contract is drawn up well and that work orientation has been properly planned.

Heta Union members can use their employment contract template, which you can find in part 7 of this course.

In the orientation, it is important to remember that this is a process in which new situations always call for a period of adaptation and introduction. Read the orientation checklist below.

You will create a great start to the employment relationship if you make sure that the employment contract and orientation are in order.

Orientation checklist

It is a good idea to devise a scheduled plan to support orientation.

Go over at least the following:

- Expectations, ways of working and ground rules for the work:
 - What is the rhythm of each day?
 - How are e.g. transfers, hygiene, getting dressed learned?
 - How do assistive equipment and daily home appliances work and how are they used? How do things work in the house and with the car?
 - How does interaction with the family, inner circle and pets work?
- Working hours and breaks during days of different lengths (The breaks of Heta union members are stipulated in the collective agreement).
- How do you give and receive feedback?
- Use of occupational health-care operation, and a contact person (occupational health nurse).
- If necessary, include someone in the orientation who can help you lay things out in concrete terms and teach the work tasks.
- Give praise as soon as the assistant succeeds in something. Address matters that are not coming along so well yet. Encourage practicing. Guide the assistant until things go smoothly.
- Ask: What do you remember? What do you need help with? How does it feel to do this?
- Keep track of the assistant's learning progress and talk about it encouragingly!

This material is part of Varma's work ability support material. How can I succeed as an employer of a personal assistant?
Part 3c: Assistant orientation.

Read more: varma.fi/henkilokohtainenapu