

Self-Managed Worker Guidelines

Children's disABILITY Services

Please follow these guidelines for hiring self-managed workers for respite and other services, to ensure the safety of your children.

- Workers must be 18 years of age or older.
- Workers must not live in the same home as your CDS-eligible child.
- Before hiring workers, it is recommended to obtain from them:
 - character references,
 - a criminal record check (including a vulnerable sector search),
 - a Manitoba child abuse registry or a Manitoba adult abuse registry check

Prospective workers can apply for a criminal record check in person or online from their local police service:

- Winnipeg – www.winnipeg.ca/police/pr/pic.stm
- Brandon – www.brandon.ca/what-we-do/services/criminal-record-checks
- RCMP – www.rcmp-grc.gc.ca/en/criminal-record-checks

Prospective workers can apply for child and adult abuse registry checks online, in person or by mail. For more information, visit www.gov.mb.ca/fs/abuserregistries.html

- Before your workers begin delivering services, introduce them to the needs of your child. Tell them about any safety concerns, behaviour issues and strategies, information on routines, health and disabilities needs and anything else that may be helpful to ensuring a safe and fun experience for your child.
- If your child has Unified Referral and Intake System (URIS) B needs, your workers must get appropriate medical training *before* delivering services, including any new workers hired after you have already started receiving services.
Your workers must also be retrained annually on URIS B procedures.
- It is recommended that you have liability insurance to make sure that you are protected in case a worker is injured while in your home or working with your child. Contact your insurance provider for more information.

For more information on self-managed services, including additional guidance on recruiting workers, see the *CDS Guide to Self-Managed Services* at www.manitoba.ca/fs/cds/pubs/cds-guide-to-self-managed-services.pdf or contact your case manager.