

# How to Hire Staff with an FSCD Contract

A toolkit about privately hiring support staff



Depending on your region, you may have the option to hire staff under your FSCD contract through an agency or privately. Approved agencies can bill FSCD directly and pay their staff accordingly, so this can be a really great option for some families!



If you choose to hire privately instead, here are some helpful tips and links to get you started!

<https://www.alberta.ca/fscd-hire-service-providers.aspx>

**\*\*Be sure to speak with your FSCD caseworker if you have any questions about this process or the details of your contract\*\***

## 1) Create a job posting

Outline the job description (Examples of points to include)

- Responsibilities
- Number of hours per week/month
- Experience
- Qualifications/Certifications that you feel are needed (First Aid, CPR, Non-Violent Crisis Intervention, Abuse Prevention and Response Protocol, etc.)
- Up to date Criminal Record Check & Child Intervention Record Check

Here is a great link from Inclusion Alberta with some examples of job postings.

<https://inclusionalberta.org/fms-online-guide/fms-resources/>

## 2) Post the job ad

Here are some examples of places to advertise.

- Facebook (your own network and community groups)
- Kijiji
- Colleges
- Schools
- Daycares
- Community Centres

(Keep in mind respite may be provided by anyone 16 years of age or older however, a community aide must be at least 18 years old.)

### 3) Interview process

Here are some things to keep in mind when interviewing and hiring service providers.

- Here is a guide to find out what types of pre-employment questions are acceptable to ask according to the Alberta Human Rights Commission.  
<https://albertahumanrights.ab.ca/media/b0kbody2q/pre-employment-inquiries.pdf>
- Recent Criminal Record Check: This may be done in person at your local RCMP or Police Station or online here:  
<https://www.rcmp-grc.gc.ca/en/criminal-record-checks>
- Recent Child Intervention Record Check  
<https://www.alberta.ca/obtain-a-child-intervention-record-check.aspx>
- Up-to-date first aid and CPR (Child-specific if needed)
- Call all of the references listed on their resume.

Inclusion Alberta has a great checklist (Staff Recruitment Checklist)  
<https://inclusionalberta.org/fms-online-guide/fms-resources/>

### 4) Hiring

- Determine your working relationship. To obtain an official ruling on whether they are considered self-employed or an employee, read through the process here  
<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html>
- If the person you hire is considered self-employed, they will be responsible for claiming this income on their taxes and making sure they



have adequate insurance. However, if you are considered the employer, it is *your* responsibility to ensure this criteria is met.

## 5) Record Keeping

- Once you have decided on staff to hire, it is important to keep detailed records of their services in accordance with your FSCD contract. Here is FSCD's Guide to Financial Record Keeping.

### Fact Sheet

<https://open.alberta.ca/dataset/25f7d1ea-6b4d-4f54-8704-c8e293a3c1c4/resource/e7d501a0-7ada-458b-810c-e55a69edb5ed/download/css-fscd-familie-s-financial-record-keeping-fact-sheet-2020.pdf>

### Guide

<https://open.alberta.ca/dataset/25f7d1ea-6b4d-4f54-8704-c8e293a3c1c4/resource/099db1f9-892e-447e-9d9e-d2a92a3fe382/download/scss-fscd-family-guide-for-financial-record-keeping-2023-02.pdf>