

Working with a Communication Assistant

Lesson 3 Finding and Hiring a Communication Assistant



About This Lesson

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In this Lesson, you will learn about:

- ❖ Finding Communication Assistants
- ❖ Interviewing a new Communication Assistant
- ❖ Negotiating work engagements
- ❖ Asking an organization to pay for an assistant

Resources

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- ❖ Slides
- ❖ Audio scripts
- ❖ How to use the CDAC Database
- ❖ Sample interview questions
- ❖ Requesting an organization to pay for your assistant



Communication Assistance Database

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- ❖ CDAC has developed a database of people who may be able to assist with communication.
- ❖ The database is online and it allows you to search for someone who might meet your needs.
- ❖ You type in information and the computer, will connect you with someone who meets your needs



Communication Assistance Database (Cont'd)

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The people in the database report that they have.

- ❖ Attended CDAC's online communication assistance training
- ❖ At least 1 year's experience working with people who have disabilities
- ❖ Can give you a written resume which describes their work experience
- ❖ Can give you the name of someone you can contact to find out about their work



Communication Assistance Database (Cont'd)

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The people on the database:

- ❖ Attended the CDAC online course
- ❖ Are not personally known or recommended by CDAC
- ❖ Are not accredited
- ❖ Are not hired or paid by CDAC
- ❖ CDAC is not responsible for their work.
- ❖ Work on their own and are not associated with CDAC
- ❖ Negotiate their own payment with you or the organization hiring them to assist you (similar to the hourly rate of an attendant)
- ❖ Do not provide communication assistance in police, legal, justice situations or in serious healthcare situations such as consent to treatment, capacity assessments or communicating about end of life directives



Interview Tips

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- ❖ Write out your questions ahead of time
- ❖ Check the resource file for suggested questions
- ❖ Meet in a public place / coffee shop.
- ❖ Bring someone with you.
- ❖ Take the assistant's name and contact information.
- ❖ You can decide to hire them yourself for a future communication event or ask an organization to pay them.

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Paying for a Communication Assistant

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- ❖ You may already have funding that you can use for communication assistance
- ❖ If you don't have funding for a communication assistant, you could ask an organization to pay for a communication assistant if you need this support to use their service.
- ❖ Because these services are new, some organizations may be more receptive to paying an assistant than others.

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Organizations that should pay for Communication Assistance

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Publically funded organizations should offer and pay for your communication assistant if you need this support to use their services. Examples include:

- ❖ Healthcare facilities
- ❖ Legal aid services
- ❖ Organizations that provide disability services
- ❖ Local, provincial and federal government services
- ❖ Justice services
- ❖ Public meetings and forums

See the card to request an organization to pay in the resource file.



Things to Think About and Discuss

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- ❖ Check out the CDAC database
- ❖ What are your options to pay for a communication assistant?
- ❖ Connect with your communication and disability organizations to see if they can connect with you attendants who might be interested in assisting with communication
- ❖ Ask for and get their resumes and references
- ❖ Arrange to interview them with someone you know.
- ❖ If they meet your needs, keep their contact information for later work.



Feedback

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