

A How-To-Guide to the newly launched Direct Care Employment Connections:

<https://www.rcil.com/dcsc/consumer>

Disclaimer

WELCOME TO DIRECT CARE EMPLOYMENT CONNECTIONS.

This resource will help connect consumers needing more care and workers who are looking for additional hours. Before proceeding, please review the terms of use below and check the box acknowledging that you have read and agree to these terms of use.

DIRECT CARE EMPLOYMENT CONNECTIONS TERMS AND CONDITIONS OF USE

The Resource Center for Independent Living (RCIL) is providing the Direct Care Employment Connections database as a forum for helping consumers and workers connect with each other. **Please note that RCIL is not hiring you and RCIL is not your employer.** This means that it is up to the consumer who is interested in hiring you to conduct applicant screening, interviewing, checking references, hiring, training, scheduling, supervising, and terminating. Upon being hired by a consumer, you will still need to process and complete all the required paperwork with RCIL. The profiles listed in the Direct Care Employment Connections Database, hosted by the RCIL website, are profiles of consumers who are affiliated with Direct Care Programs through RCIL.

Use of this database is at your own risk and responsibility. By using this Direct Care Employment Connections Database, you agree that RCIL, and its directors, officers, employees, and agents (further referred to as "RCIL Parties") are not responsible for any content in the database, including the inclusion of any individual in the database, or for the consequences of any actions taken on the basis of the content listed in the database. You agree to waive any and all claims of whatever nature you may have against RCIL and/or RCIL Parties that may arise from accessing or using the content of the database. You further agree to hold harmless from any and all claims of whatever nature that any person may assert against the RCIL and/or RCIL Parties from your accessing or using the content of the database. You further agree that RCIL and RCIL Parties are under no obligation to maintain the Direct Care Employment Connections Database, have no liability for any interruption in the availability of the Direct Care Employment Connections Database, and may suspend or terminate the database at any time, in the sole discretion of RCIL.

☐ By checking this box, I acknowledge that I have read and agree to the Direct Care Employment Connections Database Terms and Conditions of Use.

- You will be asked first to review the terms and conditions of use on the website. You will need to acknowledge these terms by clicking the box on the lower left corner (see image above).
- You will only be asked to agree to the disclaimer the first time you visit the site.



Direct Care Employment Connections

Consumer Home

[Create Your Own Help Wanted Ad](#)

[Workers Seeking Additional Hours](#)

[Request Your Post Be Removed](#)

This section of Direct Care Employment Connections is intended to help consumers find employees. If you are an RCIL consumer seeking staff, please select from the options below:

Advertise a Position

[Create Your Own Help Wanted Ad](#)

Available Caregivers

[Available Workers Listing](#)

- You will then be directed to this page, where you can select whether you want to post an ad or look through the listing of caregivers that are looking for employment.

Instructions for How to Place Your Own Help Wanted Ad

<https://www.rcil.com/dcsc/consumer>

**For Instructions on how to view a list of available caregivers, please view page 8*



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- To place an ad, select “Create Your Own Help Wanted Ad”.

Create Your Own Help Wanted Ad

If you are a returning user, please enter your email address to load your saved profile information. If you are a first time user, simply click on the button below that says "next".

Email Address

Email Address: (returning users)

[Next](#)

- You will then be directed to this page where you will be asked to enter your email address.



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[Request Your Post Be Removed](#)

Help Wanted

Create Your Own Help Wanted Ad

Your Information

(This information will not be shared publicly. This information will be used to create your profile and verify your affiliation with RCIL.)

First name:

REQUIRED

Last name:

REQUIRED

Email:

REQUIRED

Phone:

REQUIRED

Address:

- Your information that is entered in the “Your Information” section at the top of the form will not be shared publicly; it is only used by RCIL to ensure that you are enrolled in a program within the agency.

Help Wanted Ad Information

The following information may be shared publicly in your help wanted ad.

Category of Services Needed: (Check all that apply)

REQUIRED

- ☐ In-Home Supports (Personal Care)
- ☐ Community Supports
- ☐ Employment Supports
- ☐ Homecare

Location:

(City)

REQUIRED

What is your preferred method of contact?

- ☐ Phone
- ☐ Email

Contact Phone:

Contact Email:

Hours Needed:

(number of hours)

Type of hours:

Day of Week	Mornings	Days	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Create your own “Help Wanted Ad” by filling in the information on this form. Note that this information may be shared publicly.
- Whichever method you select as your primary method of contact will be shared publicly. Therefore, if you don’t want your phone number shared publicly, select email as your preferred.

Contact Email:

Hours Needed:

(number of hours)

Type of hours:

Day of Week	Mornings	Days	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is transportation needed?:

☐ Yes

Description (include examples of specific tasks you may need assistance with):

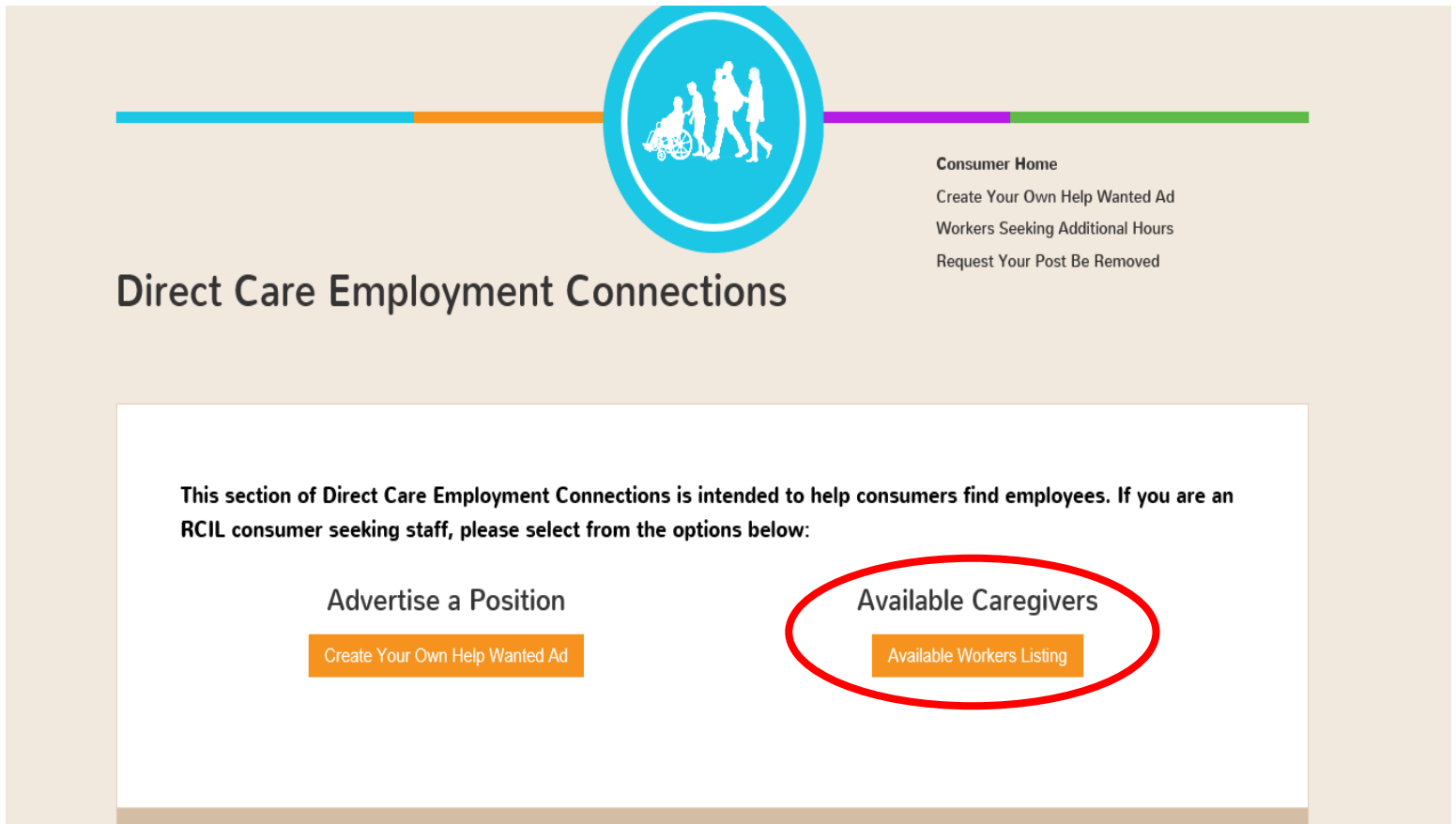
Preview Your Help Wanted Ad Submission

Preview

- Use the description box to describe what types of assistance you may need. It might be helpful to provide a list of specific tasks that you might need help with.
- When done, select preview to see what your ad will look. If you are satisfied with your ad, hit submit.
 - *Please note that RCIL’s moderators must approve your ad before it is posted live on the website. You will receive an email letting you know when your ad has been approved and is live on the website.*

Instructions for How to View a List of Available Caregivers

<https://www.rcil.com/dcsc/consumer>



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Available Caregivers
Available Workers Listing

- To view the listings of caregivers looking for employment you can click on the “Available Workers Listing”.

Worker Profiles

[Request Your Post Be Removed](#)

This database was created to help you find Direct Care Staff. As a **Direct Care Consumer**, it is your responsibility to handle all aspects of the hiring process. This means it is up to you to screen, interview, check references, hire, train, schedule, supervise, and terminate any person who works on your behalf.

Worker profiles listed in the Direct Care Employment Connections Database, hosted by the RCIL website, are profiles of individuals not necessarily affiliated with RCIL. RCIL has not screened these workers, nor does RCIL endorse or make any judgement about individuals listed in this database. RCIL makes no representation that any person included in this database is suitable for Direct Care Work, or that the information included in the database is truthful, complete, or accurate. You should still interview and check references before hiring anyone on these lists, and you will still need to complete the required paperwork with RCIL.

Filter by

Location

Worker Details

MICHAEL SPRAGUE

Available: Monday (1-5pm)

Location: Utica, NY

[More Details](#)

Listed: 06/23/2016

- On this page you will find postings that include items such as name, location, available hours and post listed date. You can click on more details to view more information on the person listed.
 - *Please remember Worker profiles listed in the Direct Care Employment Connections Database, hosted by the RCIL website, are profiles of individuals not necessarily affiliated with RCIL. RCIL has not screened these workers, nor does RCIL endorse or make any judgement about individuals listed in this database.*

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Worker Available

First name	Michael
Last name	Sprague
Hours available per week	4
Days available	Monday, 1-5pm
Location	Utica, NY
Has Transportation	No
NYS Drivers License	No
Experience and Training	CNA
Languages Spoken	Swahili

submitted 6/23/2016

Contact This Person

- This page allows you to view more information on the person as well as contact the person if you are interested in interviewing.
 - *Please Remember - You should still interview and check references before hiring anyone on these lists, and they will still need to complete the required paperwork with RCIL.*