



## Interview Questions for consideration when selecting child care or respite workers:

### Qualifications:

- o What qualifications or training do you have?
- o Do you have a police clearance certificate and current 'Working with Children Check' card?
- o Are you a registered child care provider?

### Experience:

- o Tell me about your experience working with children with special needs?
- o What age was the child? What was their specific condition? What did you need to do? Did you enjoy working one on one with a child?
- o Tell me about your experience working with a group of children? (Find out how that person manages coping with children of different ages & abilities)
- o Are there any jobs in your carer role that you don't like to do or are unable to do? (E.g. lifting, toileting, feeding, giving medications, personal care, nappy changes etc.)
- o How would you organise my child's day? And help them achieve developmental goals?
- o Will you keep a food and day diary?
- o Where would you take my child out?
- o How do you feel about early starts/late finishes?
- o Can you baby sit in the evenings?
- o What's your policy on potty training, feeding, discipline, teaching right from wrong?

### Motivation:

- o Why do you enjoy the job?
- o Why do you want this particular job?
- o How long do you intend to do this job for? (i.e. is it an interim job, part-time role or fulltime occupation)

### Security:

- o If you're intending for the carer to take your child outside the home, ask to take a look at their vehicle and the car seat or restraint they would use to transport your child.
- o What type of security do you have in the home? (Family Day Carer)
- o Do you allow visitors in the home when you are caring for a child or group of children? (Family Day Carer)



### **When employing your own Carer (privately):**

Please consider this additional information -

- o Put in place a written agreement stating the terms and conditions of employment and both parties should sign off on the agreement. The agreement should take into consideration things like whether they are able to take your child outside of your home on excursions in their own vehicle.
- o Agree on the rate of pay (either per hour or per visit; keep in mind that there are minimum award rates that you should comply with);
- o If this person is an overseas visitor, ask if they are legally able to work in Australia and ask for a copy of their current work Visa and passport;
- o Take note of their current home address and contact numbers, keep these somewhere safe.
- o Keep a record of the days and times they come to work for you and ask them to sign against each entry so you have a Record of Expenditure.

### **If the carer will be living in:**

- o How will you spend your days off? You should be clear about friends or partners staying over, issues like smoking and use of telephone.

Charmaine's comment: "From my experience, it can be difficult to find the right respite carer for your child. Like all mums - I won't trust just 'anyone' to look after my precious little one. There are very good carers out there; it's just a matter of finding someone who understands your child's needs and is prepared to work with you. Be prepared to wait for the right person, it may take time, but it will make all the difference.

Meet with them in your home so they can see what surrounds they'll be working in, have a chat – so that both parties can ask questions, then let them spend some time with your child to see how they interact.

Consider what role they will have with your child and ask them all the questions that are important to you.

Trust your own feelings and if unsure, ask your partner or close friend to attend the initial meeting. This will help you decide whether they are the right person to look after your child and if you do proceed you can relax knowing your child's need are being met."

### **Next Steps**

Our employment contract template offers ideas for formalizing employment conditions.

You can seek further advice from your State Carer Agency, like Carers WA.

Having child care and respite is important for you to recharge your batteries, and finding the right worker can make this care rewarding and fulfilling for your child.

We wish you luck in finding the care that best meets your child's and your own needs.

### **Warm Wishes**

*Lee and Charmaine*