**Sample Service Agreement**

**SERVICE AGREEMENT BETWEEN**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Support Worker for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Administrator for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS AGREEMENT IS IN EFFECT COMMENCING** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and shall remain in effect until \_\_\_\_\_\_ (month), 20\_\_, or until either party feels that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s needs are no longer being met through the Agreement, or if extenuating circumstance require the termination of the Agreement. One month notice must be given by either party for the termination of the Agreement unless an emergency situation or breach of contract requires immediate termination or if both parties agree it is in the best interests of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to terminate the Agreement without the required one month notice. The contract may be reviewed on \_\_\_\_\_\_ (month), 20\_\_, provided PDD funding remains consistent.

**OBJECTIVE OF THE AGREEMENT**

The Day Support Worker and legal Funds Administrator will work together to develop a plan that works in the best interests of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in preparing him/her for employment and giving him/her opportunities for continuous growth in his/her social and recreational development. This assistance will focus on giving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as much independence as possible and will maintain the philosophy of inclusion in his/her community access.

**TERMS OF THE AGREEMENT**

***Day Support Worker’s Responsibilities***

* The Day Support Worker will assist \_\_\_\_\_\_\_\_\_\_\_ with writing up an agenda each week, outlining his/her activities and mode of transportation for that week.
* The Day Support Worker will assist \_\_\_\_\_\_\_\_\_\_\_\_\_ to access appropriate recreational activities in the community.
* The Day Support Worker will ensure that \_\_\_\_\_\_\_\_\_\_\_ has access to community events.
* The Day Support Worker will assist \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in making inclusive social contacts and appropriate social plans.
* The Day Support Worker will monitor \_\_\_\_\_\_\_\_\_\_\_\_‘s budget book and personal recordkeeping.
* The Day Support Worker will assist \_\_\_\_\_\_\_\_\_\_\_\_\_ to find suitable volunteer positions and, if necessary, supervise and guide him/her at a job site until he/she masters the skills inherent to that particular job. The Day Support Worker will maintain contact with employers as necessary and monitor the position if appropriate.
* The Day Support Worker will assist \_\_\_\_\_\_\_\_\_\_\_\_\_ with public speaking commitments (setting up public speaking opportunities and helping him/her with revisions of his speeches).
* The Day Support Worker will augment \_\_\_\_\_\_\_\_\_\_\_’s business skills.
* The Day Support Worker will help \_\_\_\_\_\_\_\_\_\_\_\_ with the organization of his/her business, supplemental training when necessary, and client contacts.
* The Day Support Worker will record hours worked and write up a brief weekly report on the above.
* The Day Support Worker will provide a copy of a valid driver’s license and appropriate insurance.
* The Day Support Worker will review the Abuse Prevention and Response Protocol.

***Funds Administrator’s Responsibilities***

* On the last day of each month, the Funds Administrator will pay the Day Support Worker $\_\_\_\_\_ /hour for up to 20 hours per week for the time he/she spends on the above program. (Note: If it becomes necessary to hire an additional Day Support Worker, the hours would be deducted from the 20 hours/week of the main Day Support Worker.)
* The Funds Administrator will be responsible for deducting Canada Pension Plan (CPP), Employment Insurance (EI), and Income Tax (IT) from the employee’s pay cheque and submitting these and the employer’s portion to the Receiver General.
* The Funds Administrator will assist in the development of the monthly goals and will monitor to ensure that goals are being addressed.
* The Funds Administrator will review the Day Support Worker’s weekly reports and will monitor to ensure that the Day Support Worker is addressing all of the responsibilities as listed above.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****’s (your family member’s name) Responsibilities***

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will set recreational, social, and work-related goals and strive to meet these goals.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will write up a weekly agenda.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will complete a daily journal and help with the weekly reports.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will endeavour to become more independent in both household management and in the workplace.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will keep the Day Support Worker and/or his/her Funds Administrator informed of his/her whereabouts throughout the day.

**SIGNATURES**

The following signatures indicate that we understand and agree to the above responsibilities, that we will keep each other informed of changes or concerns regarding \_\_\_\_\_\_\_\_\_\_\_\_\_’s Service Agreement and Program Plan, and that we will protect the confidentiality of all parties.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funds Administrator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Support Worker Date