



WWU Student Employment Center Website

One Way to Find Care for Your Child or Youth with Special Needs

Western Washington University's Student Employment Center can be a good resource for finding a student who can come to your home to take care of, *and* do fun activities with, your child or youth.

You can place an ad on the center's website, or you can call the center (360-650-3158) to ask them to place the ad for you. They will also email you a childcare list, if that's what you prefer.

Writing an Ad

If you want to place an ad, it's a good idea to write it before you call the center. Things to include in your ad are:

- **Job title** (Examples: childcare, after school care, in-home support worker or helper, leisure buddy, etc.)
- **Rate of pay** (Must be at least minimum wage, now \$8.67 per hour. The going rate is \$10.00 per hour.)
- **Work schedule** (Is it full or part-time? Which days of the week? Mornings, afternoons, or evenings? Can it be flexible? Note: WWU starts later than public schools in the Fall.)
- **Important information about your child** (Age, interests, and special needs, if you feel that's necessary.)
- **General tasks involved** (Examples: personal care, recreation, tutoring, etc.)
- **Requirements for the position** (Example: valid driver's license, having a car)
- **Job location** (Is it close to campus? Is it close to public transportation?)
- **Your contact information** (phone number and/or email address)

"I used the WWU board recently, got 10 applicants, interviewed 6, had two EXCELLENT candidates for a position to watch my dynamic duo of 4 year old boys... WWU job board is where it's at!"

Sandi Hughes-McMillan,
parent of twins

See next page for examples of ads that families have posted...

Examples of Ads Posted by Families



- Childcare for a teen with developmental delays to cover after school and weekends. Background in speech therapy, special education, recreational therapy or psychology helpful but not mandatory. Must have car and references. Needed throughout summer.

- We are a family of three, with a lovely three year old who has a developmental disability. We are looking for someone to spend up to two hours a day in our home with her who has experience supporting child development and/or is open and excited to learn. Pay is dependent on experience. Confident, self-starter with a positive "anything is possible" attitude a must.

- A student is needed to be a companion/buddy for an easy going high school boy with developmental delays. 4-8 hours per week, may be more as needed. Accompany the boy to summer recreational activities, especially outdoor activities like hiking, swimming and running.



- Student needed for child care for five year-old boy. He is playful and funny and happens to be delayed in his speech acquisition. Elementary education major or speech pathology major preferred given his needs. Flexible schedule available.

- Our family is looking for a person with a heart for young adults with special needs. We have a 21-year-old daughter who needs an aide for in-home personal care as well as community outings. Although significantly developmentally delayed, she is physically mobile, loves to sing, play, & be goofy. A vehicle would be helpful, & hours can be tailored to your schedule.



How to Post Your Ad on the WWU Student Employment Website

The Student Employment Center advertises for part-time jobs during the school year and full-time jobs during the summer. Posting is free. There are two ways to post an ad:

Call the Student Employment Office (360) 650-3158 and ask them to post the ad for you. They'll need to know:

- Your name, phone number, street address, and email (optional)
- Job title
- Pay rate
- Hours per week or total hours
- Job description



OR

Post the ad yourself on the website by following these steps:

- Call (360-650-3158) or email (studentemployment@wwu.edu) the WWU Student Employment Office to get an Employer ID.
- Give them your contact information: first and last name, phone number, street address, and email (optional).
- They will give you a user name (usually your email address) and instructions for your password.
- Go to the WWU student employment website at www.finaid.wwu.edu/studentjobs
- Click on the "Employers" link, then click the "Post/List a Job" link
- Log in by entering your user name and your password.
- Type your ad

Tips on Phoning Applicants to Screen

- When you ask about their experience with positive discipline, setting boundaries, alternative communication methods, etc.
- **Personal traits or qualities you feel are required** (Examples: very patient, active, dependable. You cannot discriminate between genders.)
- Have the applicants e-mail list of experiences and references.
- During in-person interviews, ask the questions you feel are most important in finding a great match for the job.
- Ask if applicants are interested in being called in as a sub occasionally as needed, even if they don't get the position.
- **Level of education or training required or preferred** ... but don't eliminate someone who may be a perfect fit and who can be trained to meet your child's needs.



A Few More Tips

- Plan to be present, or close by, for their first time together.
- Allow their relationship to develop on its own as much as possible.
- Keep a file of applicants for possible use in the future.
- When position is filled, ask the Student Employment Center to remove the ad.