

# THE COMMUNITY LIVING CONSULTANT SERVICE

**YOU'RE NOW THE EMPLOYER OF PERSONAL CARE ASSISTANTS.**

**YOU'RE NOW RESPONSIBLE FOR SECURING THE STAFF YOU NEED TO LIVE IN THE COMMUNITY.**

*This can be very overwhelming, but it doesn't have to be.  
With a Community Living Consultant and the willingness to learn,  
you'll become a successful manager of your own staff!*

The Community Living Consultant will develop a learning program tailored just for you.

Training includes:

- Recruiting Employees
- Writing a Job Description for Potential Employees
- Interviewing Employees
- Hiring Employees
- Paperwork
- Keeping an Employee File
- Training Employees
- Scheduling Employees
- Supervising Employees
- Techniques for Managing Stress
- Communication Skills
- Safety, Abuse, and Neglect
- Termination of Employees

While the primary focus of learning is management training, the Community Living Consultant can also offer strategies to build a stronger community or circle of support and strengthen your back-up plan for emergencies.

*Referral priority is given to individuals with developmental disabilities.*

For more information, contact:

**Connecticut Community Care, Inc. (CCCI)**  
Self-Directed Support Services  
Phone: 860-314-2244 or 1-800-961-3348  
TTY: 860-314- 2214  
ThereseN@ctcommunitycare.org

In partnership with:



**Connecticut Council on  
Developmental Disabilities**



Money Follows the Person Demonstration by the  
Centers for Medicare and Medicaid Services