

Suggestions for Successful Respite Care Recruitment and Relationships

When looking for a respite provider we recommend you start by asking people already in your child's life if they are interested or if they know of anyone who might be interested in providing care. Examples might be talking at your place of worship or checking with your child's school case manager if there are any staff, such as an SEA, who might be looking for part-time work. Some recruitment sites to run or post an ad:

- UW-Madison, www.jobcenter.wisc.edu. Keep track of your ad and resubmit new ad as needed to make sure it stays closer to top of listings, as this is a big website. Use eye catching subject line, such as "Fun with Teen in Oregon" to better target your responses.
- Madison College, placement@matcmadison.edu
- Fitchburg Star, Fitchburgstar.com
- Oregon Observer, OregonObserver.com
- Stoughton Courier Hub, Stoughtonnews.com
- Sun Prairie, spstar@hngnews.com
- Verona Press, Veronapress.com
- Waunakee Tribune, waunakee@hngnews.com

Important information to consider when posting an ad: job requirements and skills, location, need for transportation, range of hours/week, wage, and age of your child or teen.

When you receive the name of a potential respite provider, contact them as soon as possible to set up an initial meeting to assess if this is a good match. Respite care providers are often times considering a variety of employment options and it is important to contact them quickly if you are interested in their services. Prior to your initial meeting, prepare information to share with the provider about both your child and your home. During your first meeting be clear about expectations related to your child, activities/schedule during respite, household chores if they are a part of the respite experience, and siblings if they are present during respite. Determine areas where the provider may need additional training or experience. Write down pertinent contact information, such as home and cell phone numbers.

Be sure to discuss and respect scheduled times of respite. If you return early, pay the provider for agreed upon time, as they are relying on this income. Review and sign payment forms promptly so that the provider can get paid in a timely manner. Also, if the provider is taking your child into the community, it is important that they be compensated for out of pocket expenses. Please discuss recreational and transportation expenses with your child's case manager if this is a potential problem. Make sure that the provider has car insurance if they are transporting your child in their vehicle.

Direct and supportive communication is key to a successful respite match. It is best to discuss issues or concerns as they arise so that misunderstandings do not develop. The goal is to develop a significant and long-term relationship for both your child and your family. If you are interested in providing care for a child or teen that has a disability, please go to the FSRC website at www.fsrcdane.org and click link to Providing Care. There are a variety of respite opportunities that might be of interest with related contact information.

Ad Source	Area	Phone #, Fax #	Website; Email contact	Billing Info.	Notes
WI State Journal Capital Times	WI	252-7723, 252-6028	Madison.com; Sarah Kanable's email: SKanable@capitalnewspapers.com	They bill us	If ad is placed in WSJ, automatically in Cap Times
Badger Herald	Campus	257-4712, 258-3029	Iva Skobic's email: iskobic@badgerherald.com	They bill us	Submit by email is easiest
Daily Cardinal	Campus	262-8000	dailycardinalclassifieds.com	Pre-pay	
Onion	Madison	256-1372, 256-2535	www.theonion.com	Pre-pay	No online submission
Isthmus	Madison	251-8536 251-2165	www.thedailypage.com Faith Gallup's email: faith@isthmus.com	They bill us	Submit by email is easiest
Unified Newspapers:	(Stoughton, Fitchburg, Evansville, Edgerton, Brooklyn, Oregon, Verona	835-6677 835-0130			You can submit by uploading classified ads on one of the websites in the Unified Newspapers Group, and it will automatically be printed in all papers in the group.
➤ Great Dane Shopping News (FREE)					
➤ Fitchburg Star (FREE)	Fitchburg		Fitchburgstar.com fitchburgstar@wcinet.com		
➤ Stoughton Courier Hub	Stoughton		Stoughtonnews.com stoughtoneditor@wcinet.com		
➤ Verona Press	Verona		Veronapress.com veronapress@wcinet.com		
➤ Oregon Observer	Oregon		Oregonobserver.com oregonobserver@wcinet.com		
News Publishing:		767-3655 836-3759	adsmitt@newspubinc.com		
➤ Middleton Times, West Side Shopper	Middleton				
➤ Sauk Prairie Star	Sauk Prairie	643-3444	spstar@newspubinc.com		
Mt. Horeb Mail	Mt. Horeb	437-5553, 437-3443	mhclassies@newspubinc.com		
Hometown News:			All newspapers in this group can be found at Hngnews.com		
➤ Cambridge News/The Deerfield Independent	Cambridge Deerfield	423-3213	cambridge.deerfield@hngnews.com		
➤ Sun Prairie Star/Advertiser	Sun Prairie	837-2521, 825-4460	spstar@hngnews.com classifieds@hngnews.com		
➤ Lake Mills Leader	Lake Mills	920-648-2334 920-648-8187 (f)	lakemillsleader@hngnews.com		
➤ The Courier	Waterloo, Marshall	920-478-2188			
➤ Cottage Grove/Monona Herald- Independent	Cottage Grove, Monona	839-1544	herald-independent@hngnews.com		

➤ Waunakee Tribune	Waunakee,	849-5227, 849-4225	waunakee@hngnews.com		
➤ DeForest Times-Tribune	DeForest	846-5576	deforest@hngnews.com		
The Edgerton Reporter	Edgerton	884-3367, 884-8187			

Other Recruitment Ideas

- **UW – Student Job Center**
<http://jobcenter.wisc.edu>
Create your own login/password profile
- **United Way, Volunteer Solutions**
www.volunteersolutions.org
Agency Name:
Password:
- **Wisconsin Dept. of Workforce Development (DWD)**
www.dwd.wisconsin.gov
Create your own login/password profile
- **Wisconsin Technical College System, WisconsinTechConnect**
Go to: www.wisconsintechconnect.com/Account/Login
Email address: ldobberstein@fsrkdane.org
Password: FamilySupport123
Click on “Post New Job”
Make sure to add Contact person for job by clicking on “View All” under FSRC, then click on “Add” by Contacts
- **Edgewood College –Career Services**
Go to: <https://www.myinterfase.com/edgewood/employer/>
Username: FSRC7630
Password: FSP2013
Go to “My Jobs”, then “New Job” (to enter a job) or “Job List” to edit a posting
- **UW Student Organizations**, listed at: <http://win.wisc.edu/organizations>
Feel free to email/call Student Org. Presidents
- **Care.com** – post a job or search caregivers
- **Craigslist** – www.madison.craigslist.org
- **Dane County TimeBank**, www.danecountytimebank.org
- **Posting** on campus or around town at grocery stores, neighborhood centers, community centers and other central gathering sights