

Caregiver Training Policy

Updated: 05/12/2021



Dear Caregivers,

With the implementation of Empower our new educational platform, please see the attached updated training policy. Please let me know if you have any questions!

Home Instead will offer Caregivers additional educational trainings throughout the year on specific elder topics. You will be notified of these trainings as they are scheduled. We strongly encourage you to attend these seminars as they will provide you will valuable information. If you are working as a Personal Care CAREGiver, you are required to attend to attend these trainings in order to maintain your continuing education units.

Empower

Caregivers will be able to access Home Instead Senior Care's online library of training materials. Each month pertinent training videos will be assigned to you. You are required to watch these assigned mandatory trainings. In addition, though not mandatory, you have the opportunity to request trainings from Empower that you think might help you while working. We encourage you to access training opportunities that will enhance your knowledge of senior care topics and improve your skill set on a voluntary basis, up to two hours per month. You will be paid at the training rate of pay for time spent "attending" mandatory and voluntary video trainings. All trainings must be taken when you are not otherwise scheduled to work with clients.

To ensure we are correctly paying you for training time, you are required to notify the Retention and Engagement Coordinator if you have voluntarily watched training modules. No more than 2 hours per month will be authorized for voluntary training time. Employees who take more than 2 hours per month of voluntary training, without approval, will be subject to discipline up to and including termination from employment.