

# Substitute Aide Pool Program

## Member Requirements

- Provide a safe working environment for aides.
- Provide adequate and appropriate aide supervision.
- Maintain open communication with the Special Projects Coordinator; notify STEP staff regarding any concerns or issues as it applies to the aide/facility.
- Provide facility specific and/or aide development training as appropriate to service position.
- Ensure aides do not perform prohibited activities.
- If unsure if a certain task may be a prohibited activity or not, contact the Special Projects Coordinator for clarification prior to asking the member to perform this task.
- Keep aide and STEP SAPP staff informed of the aide's performance.
- Meet financial obligations laid out within the Memorandum of Understanding required at enrollment.
- Meet in-kind obligations, primarily through supervision hours.