

How To Get Hired at



We strive to maintain a person-centered process for pairing our clients with DSPs, so we always make sure all parties are comfortable working together before making things official. Therefore, our DSP candidates don't become officially hired until they match a client.

Each client has a Support Manager assigned to them, who is also the supervisor for any DSPs working with their clients.

Step One – Website Application

Apply for "Direct Support Professional" (DSP) job at our website:

<https://www.familyreliefresources.com/open-positions>

You'll need to know which clients you're interested in working with first. To check out the clients we have available, visit: <https://www.familyreliefresources.com/jobs>

Be sure to write down the client ID numbers of the clients you're interested in! You'll need them when you apply.

Step Two – Initial Interview

Once you've applied, our recruiting team will reach out to you via email to schedule your initial interview, which will be an online/virtual meeting.

Follow the scheduling link in the email to choose a day/time that works for you.

Be sure to arrive on time and be ready to chat about why you're interested in the specific clients you listed in your application.

Step Three – Meeting the Client

Once you pass the first interview, the client/DSP matching process begins!

The Support Manager of the client you're most interested in will reach out to you if they need additional information from you. They will reach out to the client with some information about you to gauge their interest, and if they say yes, the first Meet and Greet is scheduled!

The Meet and Greet is your opportunity to meet the client/family, and their Support Manager—but remember, this is a **mutual interview**. You should come up with your own questions to ask others at the meeting.

Usually, the first Meet and Greet is held virtually, but don't worry! You always have the option for an in-person Meet and Greet after a virtual one, if you or the family requests it.

Step Four – Thinking time

After the Meet and Greet(s), both you and the client will consider if this could be a good match, then you'll let the Support Manager know about your decision.

If everyone wants to move forward, you can move on to Step 5.

If anyone doesn't want to move forward, you should reach out to recruiting so you can try matching with a different client.

Step Five – Sign the Offer Letter

Our recruitment team will email you your offer letter within two business days.

Your **start date** will be decided as a group, but generally, it will be 1-2 weeks away from the day you matched the client.

Step Six – On-Boarding

Once you've signed your offer letter, you're officially hired, and your employee on-boarding process begins. There are 6 hours of pre-start training required, all of which is completed online. At the end of on-boarding, you'll have an orientation meeting with HR. Be sure to take lots of notes and ask questions!

Step Seven – First Day

Don't forget to contact your Support Manager with any questions. Welcome to the FRR team!