



# TASKS PROGRAM

## TEEN AGREEMENT

The TASKs Program is coordinated by AHM Youth & Family Services and is funded by the Town of Columbia Connecticut. The purpose of the TASKs Program is for teenagers to help senior citizens who live in the Town of Columbia with chores within their home and in the yard. Under this agreement, you are an independent contractor, and neither AHM Youth & Family Services nor its employees or contract personnel are, or shall be deemed, Client's employees.

### Program Overview

- Jobs will be offered to you on an as needed basis.
- Each job will be up to but no longer than 2-hours.
- Seniors must be at the residence the entire time you are scheduled to work.
- Communication regarding jobs takes place during normal business hours:  
Monday – Friday 9:00AM – 5:00PM and Friday 9:00AM – 2:00PM
- The BAND App will inform you of job opportunities.
- If you are not able to keep a work commitment, you must try to find a replacement using a network of fellow approved TASKs workers; always keeping the TASKs Coordinator in the loop.
- At age of 16, the State of Connecticut requires you to have working papers. Contact the TASKs Coordinator for further instructions.

### Vehicles and Equipment

- You are responsible for your own transportation to the senior's residence.
- AHM will not furnish equipment, tools, and materials used to provide the services required.

### Scheduling

- All jobs will be posted on the BAND App. *Please check your school, personal and sports calendar BEFORE you commit to a job.*
- If you are not able to make it to a confirmed job contact the TASKs Coordinator.

## Payment

- AHM agrees to pay you at the rate of \$15.69 per hour effective January 1st, 2024,
- for the services performed.
- Invoices must be received by email the Monday after you completed the job by 4:00PM to guarantee timely payment; invoice template is located on the TASKs website.
- Each invoice must include the following: The client's name, the dates and times service was provided, and a summary of the work performed.
- After your invoice is received, the TASKs Coordinator will call the senior to confirm the work was completed.

## Contract Job Agreements: By accepting TASKs jobs, you agree to the following:

- To kindly greet each senior to let them know you have arrived on the job.
- To talk clearly; some seniors are hard of hearing.
- To be polite and use appropriate language.
- To wear clothing suitable for weather and job.
- To only use your cell phone in case of an emergency. Texting, taking pictures or videos is strictly prohibited when you are on the job.
- To never take pictures of client, family members or the family residence.
- To never share job information/location on any social media network.
- To never accept gifts of any kind (cash, in-kind (items of value), etc.) Some seniors may have impaired abilities and be considered a vulnerable person therefore you must take special care not to take advantage of the senior.