GUIDE TO THE SOCIAL AND LABOR MARKET INTEGRATION

of domestic and care workers of migrant origin



SEDOAC

Centro de Empoderamiento de Trabajadoras del Hogar y los Cuidados (CETHYC)

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PRESENTATION



This guide is not a theoretical manual; it is a living tool developed collaboratively by a team of professionals in the social and labor field—who also share the migrant background of the Empowerment Center for Domestic and Care Workers (CETHYC)- and by the migrant women and domestic workers themselves, based on their daily experiences in this field.

It was created in response to the need to systematize the experiences, challenges, and solutions we build together every day when a colleague walks through the doors of our center seeking support to improve her work situation.

The technical team that has guided and structured this document has firsthand experience of what it means to migrate, to face the barriers of immigration law, and to make a life in a country that is not one's own. That shared understanding bridges gaps, prevents condescension, and ensures that the support provided is based on empathy and horizontality.

The pages of this guide reflect the real concerns, identified needs, and the process of self-improvement that domestic workers experience on a daily basis. Each consultation in the social and labor field has been a key element in shaping this resource, transforming individual experiences into a tool for collective protection that we wish to share with more workers in the sector.

In line with SEDOAC's principles, we reaffirm that migrant women are neither passive subjects nor mere recipients of aid; we are creators of knowledge, agents of political change, and the true driving forces behind the dignification of the care sector in Spain.

1. STARTING POINT



We work to break the isolation you face in this sector, especially under the live-in-work system (called in Spain *interna*). We stand by you with technical resources and emotional support so that you can negotiate your working conditions with the dignity and confidence you deserve.

For SEDOAC, provide training on rights and available resources is a fundamental pillar. This approach aligns the organization's mission with the highest standards and rights established by international and European frameworks.

"It is not possible to defend a right that is not known".

2. CURRENT REGULATIONS: KNOW YOUR RIGHTS

With the ratification of ILO Convention No. 189, Royal Decree-Law 16/2022, dated September 6, 2022, on improving working conditions and Social Security coverage for domestic workers enters into force, amending previous regulations primarily in the following ways:

1. Domestic workers are granted the right to unemployment benefits.
2. The right to compensation from FOGASA (Salary Guarantee Fund) is recognized.
3. New rules regarding contributions and bonuses have been established:

Contributions to unemployment and the Salary Guarantee Fund are mandatory.

- Employers are always responsible for making contributions.
- Contribution benefits applicable under the Special System for Domestic Workers.
- New requirements regarding data communication when registering new employees.

2.1. Basic Labor Rights

- **Right to a fair salary:** You have the right to be paid, at a minimum, the Minimum Professional Salary proportional to your hours of work.
- **Right to rest:** You have the right to daily and weekly breaks and to paid vacations (a minimum of 30 calendar days per year).
- **Right to dignity:** No one has the right to mistreat you, insult you, or withhold your personal documents.
- **Formal contract:** You have the right to a written contract and to know the work terms and conditions clearly from day one.
- **Protection against dismissal:** The concept of "withdrawal" (dismissal without a cause) was eliminated. Now, the employer must legally justify the termination of the employment relationship.
- **Right to unemployment benefits:** If you contribute to this coverage, you have the right to apply for unemployment benefits (called in Spain *paro*) in the event of dismissal.

2.2. Occupational Health and Safety (Royal Decree 893/2024)

Your workplace is a private home, but it is still a work environment that must be safe:

- **Risk Assessment:** The employer is required to assess the risks in the home to ensure that you do not suffer injuries or accidents. To this end, the Ministry of Labor and Social Economy, together with the National Institute for Safety and Health at Work (INSST), provides a free, simplified public tool (integrated into the Prevención10 / INSST portal). You can complete the training on the platform https://www.efundae.es/; you will receive an official diploma or certificate attesting to your training in prevention.

- **Medical Examinations:** You are entitled to free medical examinations tailored to the caregiving tasks and physical exertion you perform.

2.3. Salary and Social Security Contributions

Contribution Bases: You can check your Social Security status and your actual contributions at any time through the Importass portal of the General Treasury of the Social Security System.



3. GUIDE BASED ON YOUR IMMIGRATION STATUS



3.1. Path A: If You Have Regular Administrative Situation

1. **Register as a job seeker:** Sign up at your local SEPE / State Public Employment Service.

2. **Develop a medium- to long-term plan:** Don't limit yourself to just addressing your immediate financial needs; plan for your future career and professional development.

3. **Education and training:** Have your academic credentials homologated, plan training programs that enhance your profile, and develop your digital skills.

4. **Unemployment benefits:** Apply for unemployment benefits if you've been dismissal and meet the contribution requirements.

3.2. Path B: If You Have an Irregular Administrative Situation (Without a Permit)

A lack of documentation leaves you more vulnerable and at greater risk of exploitation, but **the law also protects your basic labor rights:**

- **Your safety is a priority:** You can and should demand safe and healthy working conditions. A lack of documentation does not justify physical risk or a lack of protection.

- **Search channels:** Family, friends, and acquaintances. Reach out to your social circle, parishes, community networks, and trusted social organizations.

4. YOUR SOCIAL AND EMPLOYMENT ITINERARY



4.1. Step 1: Self-Awareness— What Can You Offer?

- **Identify your skills:** Assess your personal, technical, and interpersonal skills.
- **Define your goal:** Set achievable short- and medium-term goals.
- **Identify areas for improvement:** Determine what training you need to open up new opportunities.

4.2. Step 2: Defining Your Career Goal

- **Define your plan:** *Example:* Get a job as a domestic worker within 3 months and, in the long term (1 year), work as a cook in schools (which will require taking courses in food handling or communal kitchen).
- **Research the requirements:** Check what qualifications are required for positions (such as social and health care worker, food handling, etc.).
- **Additional training:** Consider pursuing official training programs such as Professional Certificates.

4.3. Step 3: Preparing Your Curriculum Vitae (CV)

A curriculum is the essential tool for starting your job search. Its main goal is to secure a job interview.

4.4. Step 4: Job Search Channels and Resources

4.4.1. Public Employment Services

(A work permit is required. Registering allows you to build up seniority to qualify for assistance and courses.)

- **SEPE and Employment Agencies:**
  - **Official Empléate Portal:** On the government's Empléate job portal, you can search for job openings in the public and private sectors.
  - **Authorized Placement Agencies:** Public or private entities that collaborate with SEPE to manage job openings. You can consult the official database using the National Employment System's Agency Search Tool.
- **Jobs in Europe (EURES Network)**
  - **European Job Mobility Portal (EURES):** A central directory with millions of job openings in EU and EEA countries on the European Commission's EURES portal.
  - **EURES Spain Job Postings and Recruitment:** The SEPE manages a specific section for applications from Spanish professionals on the EURES Space on the SEPE website, where they publish open recruitment processes, European Job Days, and contact information for EURES advisors.
- **E Temporary Employment Agencies (E.T.T.): mpresas de Trabajo Temporal (E.T.T.):**

  They serve as a gateway to the labor market. The temporary contract is with the temporary employment agency, but the salary must comply with the corresponding sectoral collective bargaining agreement. Public registry of authorized temporary employment agencies.

4.4.2. Ethical Agencies, Social Organizations, and Support Networks

- **Cáritas Madrid (Employment Agency):** Manages job openings in home care and nursing with prior referral. *caritasmadrid.org*
- **ACUDE Association:** Home care, day centers, and hospital accompaniment. *asociacionacude.es* | 91 689 64 60 / 695 35 06 97
- **Spanish Red Cross (Employment Division):** Career guidance and job placement for the sector. *cruzroja.es/empleo*

4.4.3. Specialized Portals for Domestic Employment and Elder Care

- **Cuideo:** In-home care for the elderly and dependent individuals. *cuideo.com/empleo*
- **Interdomicilio:** Domestic staff, cleaning, and care services by the hour or full-time. *interdomicilio.com/trabaja-con-nosotros*
- **Familiafácil:** Direct contact between families and workers. *familiafacil.es*
- **Selhome:** Buscador de ofertas para cuidado de personas y tareas del hogar. *selhome.com/buscar-trabajo*
- **Home Services Asistencia:** Submit your CV to their database. *homeservicesasistencia.es/empleo*
- **Casa Lista / House & Kids:** Staffing agencies. *casalista.com* | *houseandkids.es*
- **Dona Dona:** Household staff management. 91 575 15 66 / 691 60 77 12 seleccion@donadona.es

4.4.4. Child Care

- **Sitly (formerly QuieroCanguro):** Platform to connect with families for childcare. *sitly.es*
- **TopNanny:** Advertisements and direct requests from families. *topnanny.es*

4.4.5. Companies in the Social–Healthcare and Long–Term Care Sector

(They typically require a Professional Certificate for Home Care Services - SAD)

- **ASISPA:** Home care, day centers, and nursing homes.
  asispa.org/trabaja-en-asispa
- **DomusVi:** Network of nursing homes and home care services.
  domusvi.es/trabaja-con-nosotros
- **Gerosol Asistencia:** Comprehensive services for elder care.
  gerosol.com/empleo
- **Clece / Seniori:** Caregivers for home care and social-healthcare centers.
  clece.es/empleo

4.4.6. Nursing Homes and the Healthcare Sector

- **Inforesidencias:** Job board for nursing homes and social-healthcare centers.
  inforesidencias.com
- **Infoelder:** General directory of nursing homes for unsolicited applications.
  infoelder.com
- **Geriajobs:** Job listings focused exclusively on the geriatric field.
  geriajobs.com

4.4.7. General Job Board Portals and Search Engines

When using open job boards, always verify the employer's identity and never go alone to private interviews at private residences.

- **Tablón de Anuncios:** *tablondeanuncios.com/trabajo*
- **OpciónEmpleo / Jooble:** Aggregators that track job listings from multiple websites. *opcionempleo.com*
- **Recopilatorios de empleo:** *loentiendo.com/paginas-web-ofertas-empleo/*

5. LA ENTREVISTA DE TRABAJO



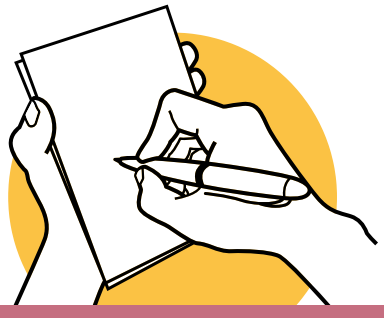
Before accepting a job offer, make sure it meets the legal requirements for decent work.

It's a good idea to assess your own skills and have clear goals; ideally, you should try to secure a trial interview.

5.1. Advance Preparation (before you go)

Bring the following documents and information with you:

- **Identification:** Documentation proving your immigration status or work permit (Resolution or TIE – Foreign Resident's Identity Card).
- **Social Security:** Social Security Number (NASS).
- **Curriculum Vitae (CV):** An up-to-date copy.
- **References:** Phone numbers or letters of recommendation from previous employers.
- **Market information:** Review the updated Salary Table for Domestic Employment updated.



5.2. Conducting the Interview and Points to Negotiate

- **Experience:** Describe your previous work history both in your home country and in Spain.
- **Skills:** Highlight your expertise in cooking, specific caregiving tasks, mobility assistance, etc.
- **Clarification of conditions:**
  - **Financial:** Clarify whether the offered salary is net or gross, whether it meets the minimum salary requirement, and how bonus payments are made.
  - **Work hours and breaks:** Specify the exact schedule. Distinguish between actual work time and on-presence time. Remember the right to a minimum of 12 hours of rest between workdays and 36 uninterrupted hours per week (especially for live-in positions).
  - **Duties and Occupational Health:** Clearly define the required tasks.

5.3. In the interview

Here are some questions you might ask your interviewer:

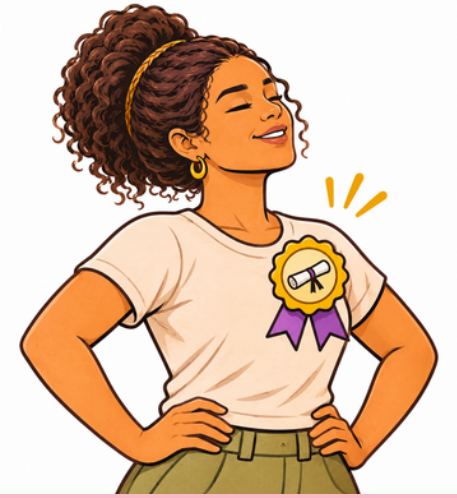
	Question / Issue to be clarified
Salary	Is the salary offered NET or GROSS? Does it meet the current minimum professional salary (SMI) requirement?
Social Security	Will the registration be processed on the first day of work?
Extraordinary pays	How and when are the two bonus payments made (pro-rated or monthly)?
Schedule	What are the exact check-in and check-out times?
Breaks	What are the daily rest hours and the weekly day off?
Tasks	What specific tasks will be performed, and which ones are not included?
Contact person	Who is the direct point of contact for coordinating the work?

5.4. Formalizing the Written Contract

- **Mandatory Requirement:** A written copy of the contract must be provided within the first 7 days of employment (as required by Royal Decree-Law 2/2024 and European regulations).
- **Contract Details:** Verify that the document includes the exact work schedule, assigned tasks, cash pays, and a breakdown of working hours.



6. TECHNICAL TOOLS FOR DEVELOPMENT



6.1. Accreditation of Professional Competencies (PEAC)

If you have experience caring for people or working in a household but do not have an official qualification in Spain, you can turn that experience into a **Professional Certificate** through the Procedure for the Evaluation and Accreditation of Competencies (PEAC).

- **Open Application Period:** The Community of Madrid keeps this process open year-round through its online portal.
- **Where to go:** Subdirectorate General for Professional Qualification and Accreditation (Vía Lusitana, 21, 28025 Madrid). Check the requirements on the Community of Madrid's official website.
- **International Agreements (Ecuador):** If you are an Ecuadorian citizen, the bilateral agreement with the Community of Madrid allows you to have your work experience—gained in both Ecuador and Spain—certified in the fields of health and services.

6.2. Everyday Digital Tools and Administrative Templates

- **Importass portal (Social Security):** Use of the digital platform to independently check employment history, verify registration status, and review contribution bases.
- **Documentation support:** Access to downloadable contract templates compliant with the law, forms for mandatory time tracking, and current salary schedules.
- **Professional use of WhatsApp:** Guidelines for formally submitting job applications, scheduling interviews, and documenting in writing the agreements reached with the employer.



7. HEALTH, SELF-CARE, AND SUPPORT NETWORKS



Housework and caregiving involve constant physical strain, the risk of social isolation, and, in many cases, emotional dependence. Taking care of your health is a right.

7.1. Risk Prevention at Home

- **Chemical Hazards:** Require clear information on the handling of cleaning products, adequate ventilation, and the use of protective gloves.
- **Physical Strain:** Request or conduct training on proper posture when assisting dependent individuals or handling heavy loads.
- **Comprehensive Health:** Exercise your right to free annual medical checkups.

7.2. Leisure as a Right

Free time isn't a luxury—it's a necessity. Take part in cultural, community, or recreational activities that allow you to disconnect from your work environment and reconnect with yourself.

7.3. The Power of Community and Support Networks

Integration and the defense of rights cannot be achieved alone. Staying connected to the network protects you:

- **Support groups:** Participate in CETHYC / SEDOAC's workshops, support groups, and empowerment sessions to strengthen your negotiation skills and autonomy.



8. DIRECTORY AND USEFUL RESOURCES



·Municipal Information and Guidance Offices for Immigrants (Madrid City Council):

- Social, legal, employment, and educational guidance.
- Municipal Immigration Office

Social Security Procedures:

- Portal to check enrollment, deregistration, and contributions.
- Importass Portal - Social Security

Accreditation of Work Experience (Community of Madrid):

- Sub-Directorate General for Professional Qualifications and Accreditation.
- *Vía Lusitana, 21, 28025 Madrid*
- Community of Madrid Work Experience Accreditation Portal

GUÍA PARA LA INTEGRACIÓN SOCIOLABORAL

de las trabajadoras del hogar y
los cuidados de origen migrante

SEDOAC