



How to find and hire a caregiver

Here are some tips that may help you find the right caregiver for yourself or a loved one.

Determine Your Needs

First, assess what type of care is needed. Consider the level of care required, such as medical or non-medical, the frequency of care, and the type of assistance needed.

- Complete the Self-Quiz in Appendix A to help prepare for recruiting a caregiver.


SEARCHING FOR A CAREGIVER

Seek Referrals

Ask your friends, family, or healthcare professionals if they can recommend any caregivers. They may have had past experiences with caregivers and can provide valuable insights.

Use the Consumer Direct Care Network (CDCN) Provider Directory

The Provider Directory is a free tool to help find caregivers in your area. Follow the steps below to begin your search using the Provider Directory.

- Visit Providers.ConsumerDirectCare.com
- Enter the following in the “Find Caregivers in Your Local Area” section:
 - ◆ Your zip code and search radius.
- Click the Search icon. 
- Caregivers in your search area will populate.
 - ◆ Review the profiles.
- If a caregiver looks like a good fit, click **Send Message** under their profile image.
- Enter your email address and the message you wish to send. Then click the **Send Message** button.
 - ◆ A notification will be sent to the caregiver.
 - ◆ From there, they can continue the conversation with you.
- Check the Provider Directory routinely for new caregivers who have signed up.

Use Online Resources/Job Boards

There are a variety of resources available online to look for caregivers (accounts and/or payment may be needed for some sites).

You can also ask your agency for suggestions popular in your area.

- Care.com
- MyCNAJobs.com
- Indeed
- Craigslist
- Google

**Be careful when sharing any information online
and be sure to use a site you trust.**

Social Media

Social media platforms like Facebook or LinkedIn are options you can use to find caregivers in your community.

- Join local Facebook groups (community groups, neighborhood groups, caregiver groups, etc.).
 - ♦ If group rules allow, you can post that you are looking for a caregiver.
- Create posts using your personal Facebook page so your friends can share with their family and friends.

Use caution and common sense when using public sites to recruit caregivers.

Advertisements

Putting up flyers or running a classified ad in your area may be another way to find a caregiver.

- Find places that allow flyers/ads to be posted on a bulletin board.
 - ♦ Grocery stores, employment offices, churches, colleges, community centers, etc.
- Put a classified ad in your newspaper. Use both online and print options if available.

NOTE: See Appendix B for helpful tips on creating your own flyer or ad.

WHAT TO DO AFTER YOU FIND A POTENTIAL CAREGIVER

Use a Job Application

After you find a potential caregiver, ask the applicant to complete a job application. This is a great way to learn specific information about the applicant before interviewing them. Your agency may be able to help you build a job application.

You may also find sample job applications online using Google, or your preferred search engine.

Conduct Interviews

Once you have a shortlist of potential caregivers, schedule interviews to get a sense of their qualifications and personality. Ask questions about their experience, availability, and special skills they have. If possible, have a trusted friend or family member join you during the interviews. Use your instinct and common sense when going through the hiring process.

Check References

Before hiring a caregiver, ask for references and contact them to get an idea of the applicant's background. Ask about the applicant's reliability, professionalism, and experience in caregiving.

Trial Period

If possible, hire the caregiver for a trial period to assess their compatibility and effectiveness. During the trial period evaluate the caregiver's performance and determine if they meet your needs. If they do not, consider adjusting your search and find another caregiver. Remember, you are in control of your care, how it is provided, and who provides it.

If you need help with any part of this process, reach out to your agency. They are there to assist you throughout your self-directed journey.

APPENDIX A:

Self-Quiz

Answer Yes or No to the following items:

YES NO

I know what caregiving services I need ☐ ☐

I have a schedule for the hours I require ☐ ☐

I know what level of care I need ☐ ☐

I know what to ask from my caregiver ☐ ☐

I have ideas about where to advertise ☐ ☐

I know I can advertise by using a flyer, telling friends, and/or placing an ad in a paper ☐ ☐

I know I can advertise online through job boards, social media, and other websites ☐ ☐

I know how to make a flyer ☐ ☐

I know how to customize a job application to help me get to know the applicant ☐ ☐

I have enough information to write an ad ☐ ☐

I know I must check references ☐ ☐

Notes - Things I want to remember

APPENDIX B:

Helpful tips on creating your own caregiver recruitment flyer or ad.

When creating flyers or writing ads, be sure to include your contact information, a small description of what kind of help is needed, a general location, the hours, and the pay range.

Example ad or flyer

I am Hiring a Caregiver for In-Home Care

I am seeking a responsible and experienced in-home caregiver two to four days a week to help me with household tasks, errands and shopping, meal prep, and assistance with activities of daily living. Must be OK with cats and be a non-smoker.

Location: Missoula, MT

Pay Range: \$14-\$16 hourly - based on experience.

Flexible hours, but some weekend and evening work will be required.

Must have three references and be able to pass a background check.

How to Apply

Contact Jane at **(555) 123-4567** or by email at **MyEmail@Email.com**

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