

Hiring a Home Care Worker

Finding the right person to take care of your loved one

from: [AARP](#)

Your loved one probably wants to stay in her home as long as possible, but she could use help with everyday activities. One option is to find someone through an [agency](#). Another is to hire someone yourself.

If that's what you decide to do, here's what you need to know.

Finding Candidates

- Ask friends, neighbors, co-workers or other caregivers you know for referrals.
- Post a bulletin board ad at your place of worship, the library or local recreation center, or at a nearby senior center, adult day center or hospital.
- Look into a job placement program at a college that has a social work program.
- Run an ad in the newspaper or on a local website. Your ad should describe the job and its duties. Include a phone number or e-mail address, but don't give out your name or other personal information.

Considering Applicants

- Write a detailed job description that you can share with applicants. Include all the tasks you will require, the hours and days of the job, and personal preferences with regard to driving and other transportation options. Also jot down questions you will want to ask to get a sense of the applicants' personality.
- Decide how much you're prepared to pay. If you hire someone directly, you need to look into how you will pay taxes and possibly a Social Security contribution. Check with the Internal Revenue Service for proper tax forms and instructions. See the IRS publications "[Hiring Household Employees](#)" and "[Independent Contractor \(Self-Employed\) or Employee?](#)" for details.
- Conduct the initial interview by phone. Ask about work experience, hours of availability, driving experience and special training with a condition such as Alzheimer's disease.

Conducting an Interview

- Ask job candidates to bring a résumé or job history as well as names and telephone numbers for at least two references. If possible, make sure your loved one participates in the interview or at least has the opportunity to meet anyone you would like to hire.
- Describe to applicants your loved one's needs, health concerns, likes and dislikes. Outline the duties you expect her to perform. Be friendly but professional. Stick to questions that will help you determine if this person is a good match for the job — and for your loved one.
- Make sure to get the person's name, address, telephone number and Social Security number. Don't be afraid to ask for proof of identity, ideally a Social Security card. If not available, ask to see a driver's license or other photo ID. You can also ask if she has ever been in trouble with the law.
- Find out if she has any special training, such as working with clients who have dementia or other conditions. Also ask about her work history, including why she left her former job.
- Ask about her expectations of this position and why she is working in the home care field.

- Invite her to ask questions about the job and your expectations. Give honest answers.
- Be clear about salary and benefits, such as vacation and other time off. Head off any misunderstandings by addressing these issues directly.

Checking References

- Always call references. A reference can confirm your feelings about a person or give you important information that you missed.
- If it's a former employer, ask about her punctuality and attendance as well as the precise nature of her work. Find out why the applicant left the position, whether there were any problems. Take notes on each applicant so you can refer to them when making your decision.
- Consider paying for a criminal background check. Contact your local law enforcement agency to find out how to do this.
- Consider hiring someone for a one-month trial period before you commit to hiring her permanently. Explain that this would be an opportunity to see if this is a mutually acceptable arrangement.
- Once someone accepts your job offer, put your entire agreement in writing. Include information about the trial period, job duties, salary, pay schedule, time off, start date and termination policy. Keep copies of this job contract signed by both of you.
- Try to be at your loved one's house for the first few days to familiarize the new caregiver with the routine. Periodically, you should drop by unannounced to check on how things are going.

REQUEST FOR BACKGROUND CHECK
(Submitted Pursuant to the Freedom of Information Act)

<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Maiden name</i>
Date of Birth: _____		Drivers License Number: _____	
Addresses: (please list for the past five (5) years) _____			

The above individual has applied to become employed as an independent contractor by _____ and has authorized this employer to request a background investigation which may or may not include a criminal history check. I am requesting a thorough check on the applicant and ask that you return this form at your earliest convenience as indicated below. **I have included a self-addressed, stamped envelope if I choose to have it mailed to me.**

- Mailing Address: _____
- Email: _____
- Fax: _____

Thank you,

I hereby consent to the background check:

_____ Employer Signature	_____ Date	_____ Applicant Signature	_____ Date
_____ Print Name of Employer	_____ Phone #	_____ Print Name of Applicant	

******This section to be completed by Law Enforcement only******

- The applicant has no record/contacts in this office.
- The applicant has a record/contacts consisting of: _____

Dated: _____

Authorized Signature

Law Enforcement Agency Conducting This Check

BACKGROUND CHECK INSTRUCTIONS:

This background check form has been provided to you to assist in the hiring of a safe competent honest individual. We all want to have trustworthy people working with us in our daily lives and this document is one step you can take to ensure the hiring of such a person. The use of this document is very simple. Follow the guidelines below in order to use this document.

1. Inform your perspective applicant that before you hire them you would like to do a background check.
2. Provide the background check form to them and advise them you would like to have them fill it out and sign the document giving you permission to conduct the background investigation. They are under no obligation to agree to a background check but their refusal to participate should be taken into consideration before you hire them.
3. Once they have filled out the form, look at their past addresses to see what counties, towns, or cities in which they have lived.
4. Once you have established where they live, provide a copy of the background check form to the following:
 - A. County Prosecutors Office in which they lived
 - B. County Sheriff's Office
 - C. Any Police Department in towns the applicant stated they lived.
 - D. Local Michigan State Police Post.

*** Not all law enforcement agencies are linked together when it comes to sharing information. A check with one police department may not uncover other department's contacts with the perspective employee. This is why it is recommended that any law enforcement agencies jurisdiction in which the applicant lived should be checked by the person doing the background check.

It is also recommended that a criminal history check be performed. A criminal history can be purchased online with a credit card at:

<https://www.michigan.gov/ichat>

This criminal history check will only be for convictions that occur in the state of Michigan. Law enforcement agencies in which you provide this form are not allowed to perform a criminal history check by law and this is why it is recommended you perform the check on ICHAT.

Another source of information for an applicant is **GOOGLE**. By typing in the applicants name, individuals can often find information related to the individual from newspaper articles to social media posts.

*"The information provided is taken from public records and may not provide you with complete and total background information concerning the individual, or a complete and total criminal background, if any. This information is provided to you to assist you in making a decision to hire an independent contractor to work in your home. By providing this information, the provider makes no representation as to the suitability of the named person for employment.
As the employer hiring an independent contractor, you are solely responsible for making that hiring decision."*

Marquette County Law Enforcement Agencies

Chocolay Township Police Dept.
5010 US 41 S.
Marquette, MI 49855
Phone: 249-1448
Fax: 249-1313

Forsyth Township Police Dept.
99 N. Pine St.
Gwinn, MI 49841
Phone: 346-9224
Fax: 346-7759

Ishpeming City Police Dept.
100 E. Division St.
Ishpeming, MI 49849
Phone: 486-4416
Fax: 485-1018

Ishpeming Township Police Dept.
Ishpeming Township Hall
Ishpeming, MI 49849
Phone: 485-1888
Fax: 485-1394

Marquette City Police Dept.
300 W. Baraga Avenue
Marquette, MI 49855
Phone: 228-0400
Fax: 228-0446

Marquette Co. Sheriff's Office
236 W. Baraga Avenue
Marquette, MI 49855
Phone: 225-8436
Fax: 225-8485

Michigan State Police
180 US 41 East
Negaunee, MI 49866
Phone: 475-9922
Fax: 475-4970

Negaunee City Police Dept.
100 Silver Street
Negaunee, MI 49866
Phone: 475-4154
Fax: 475-6911

NMU Public Safety
1401 Presque Isle Avenue
Marquette, MI 49855
Phone: 227-2151
Fax: 227-2173

Marquette County Prosecutor's Office
234 W. Baraga Avenue
Marquette, MI 49855
Phone: 225-8310
Fax: 228-1649

Do you have any work experience in caregiving or similar areas?

Why are you interested in this type of work?

What days and times are you available and how many hours are you looking for?

What are your vacation, holiday, or time-off needs?

Do you have a car and are you comfortable driving my parent?

Are you a legal resident?

Does the salary work for you?

Are you bonded?

I plan to do a background check on all applicants who are strong contenders for the job. Is there anything you'd like me to know first?

Are you comfortable signing a work contract?

If we offer you the job, can we agree on a two-week trial period to see how we all feel -- you, me, and my parent?

Can you provide at least two references?

Do you have any questions or concerns at this point?

1. Do you have a driver's license and clean driving record? Do you have reliable transportation and insurance? How far from here do you live?
2. What are your responsibilities outside of work? Do you have to account for the schedules or needs of others in your workday, or are you flexible?
3. Will you be working other jobs that might be affected if I'm delayed getting home? Would you be available for respite care, or to stay over for a long weekend?
4. Do you smoke? (Many people say they don't smoke but they do-offer an outside smoking area and insist it be used).
5. What caregiving certification training do you have, if any? Do you have any CPR or first-aid training? If I pay for it, would you be willing to add to your skills?
6. Here is a list of expected caregiving related duties-is there anything on the list that poses a problem or concern? Are you comfortable with pets? Are you comfortable with my (parent/spouse) having guests or other family members stopping by?

7. Are you able to work the hours needed? When are you available to start working? After a 30-day trial period, would you be willing to commit to a (fill in a time frame/6 months, a year is common) long-term?
8. Have you ever cared for someone with (conditions relatable to your loved one's care: memory problems, elderly, wheelchair bound, etc.) before? If so, please elaborate.
9. Are you willing to sign a contract stating you will not accept money or gifts from my (parent/grandparent/spouse, etc) without clearing it with me?
10. Are you willing to sign that you will not have guests come into our home unless I have given prior approval?