

IMPORTANT INFORMATION IF YOU ARE SEEKING A CAREGIVER

If you and your family need in-home caregiving services for a loved one, Aging and Community Services has a **Caregiver List** of individuals who offer to provide in-home care for older adults and persons with disabilities.

BEFORE using the Caregiver List, PLEASE consider the following:

- ★ The **Caregiver List** is simply an information tool to assist in your search for assistance.
- ★ Aging and Community Services DOES NOT review, evaluate, recommend, or check the backgrounds, experience or credentials of the individuals who are on the **Caregiver List**.
- ★ Those on the **Caregiver List** are NOT employees of Aging and Community Services.
- ★ Aging and Community Services is NOT providing a reference or an endorsement of any individuals on the list.
- ★ YOU are RESPONSIBLE for calling, interviewing, checking references, following up, hiring, paying and filing tax reports for the caregiver(s) you select.
- ★ You should be especially CAREFUL when hiring a caregiver for a live-in position.

We strongly suggest you do the following before hiring a caregiver:

1. Talk with **every** reference provided by the caregiver and ask very specific questions, such as:
 - a. Is the caregiver for whom they are a reference related to them or is she/he a good friend or neighbor?
 - b. Was the caregiver actually employed by the reference?
 - c. When was the caregiver hired? How long was she/he employed? Why did she/he leave the position?
 - d. Ask for specific examples of both satisfactory and unsatisfactory behavior during the employment.
 - e. Was transportation ever a problem for the caregiver?
 - f. Were there emergencies during the employment, and how did the caregiver handle them?
 - g. Ask if there are any facts or issues the reference wished he/she had known about the caregiver before hiring him/her.

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2. Ask for details about **every** certification listed by the caregiver, including:
Some common certifications are:
CPR - cardiopulmonary resuscitation LPN – licensed practical nurse
CMA – certified medical assistant QMA – qualified medication aide
CNA – certified nurse assistant RN – registered nurse
HHA – home health assistant
 - a. Ask the caregiver to give you a clear explanation of what her/his certification(s) mean.
 - b. When was each certification earned? Where? Which organization conducted the training and awarded the certificate?
 - c. Is additional training or continuing education required to keep the certification valid? If so, has it been completed and when?
 - d. Can the caregiver provide written proof of her/his certification(s) and education?

3. Discuss in detail your requirements for the position. Include such things as:
Hours, days, time off.
Does the caregiver have reliable transportation? Valid driver's license? Current auto/liability insurance?
What are the tasks required of the caregiver? For example,
 bathing laundry
 cooking lifting
 dressing "simple nursing"
 running errands taking loved one to appointments, etc.
 feeding "sitting" or keeping company only
 housekeeping
What are your loved one's health issues? Does the caregiver have experience with these?
What must the caregiver do if there are health or weather issues or emergencies? (Call you first? 911? What if you aren't available?)
Require emergency contact numbers for the caregiver including alternate contacts and immediate notification of any changes.

4. Ask the caregiver to provide a criminal history (obtained through local sheriff's office).

5. Call the Internal Revenue Service, the Social Security Administration or tax advisor to learn about reporting requirements for any wages paid to a caregiver.

For additional information or questions, please call or write:

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at the telephone and address below

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