

2009

Home Care Registry

Maryland Access Point of Howard County: 410-313-5980 or 1-800-506-5806

Thank you for your recent inquiry about our Home Care Registry. This Registry is an effort to provide you with information about people in our community who are willing to provide Home Care Service for a fee.

The people on this list have filled out an application but are not employed by this office, nor have they been trained by us. They may, or, may not be insured and bonded on their own.

You will need to conduct your own interview and check references.

Included in this packet are:

1. Tips on How to Use this Registry
2. An evaluation of Home Care Services Needed
3. Tips on How to Hire Home care Workers
4. The Home Care Registry (with a descriptive key)
5. A list of Home Care Agencies that service Howard County

The Howard County Office on Aging does not endorse any persons listed on the registry and is only providing contact information about them. Our office is not responsible for the performance of the people on the Home Care Registry.

Remember - you will need to make the final judgment about whether each person is right for your situation, just as you would with anyone else you would hire.

Please call if we may be of further help.

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HOW TO USE THIS REGISTRY

1. The Registry contains basic information about people whom you may want to hire. The Registry will tell you their:
 - ...Name
 - ...Address
 - ...Age
 - ...Phone number
 - ...Special experience or training
 - ...What they are available for (type of services, hours etc)
2. We update the information on the Registry twice yearly; however, circumstances do change. Make certain to verify any information listed. Please notify us of any inconsistencies that you find so we may make appropriate changes.
3. When you contact a person on the Registry, we suggest you discuss the following before you set up an interview:
 - ...Job duties
 - ...Hours
 - ...Days
 - ...Fee
 - ...Special needs
4. Please let us know if you are satisfied/dissatisfied with the people you contact from this Registry. It is the only way to evaluate the performance of those listed on the Registry.

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TIPS ON HOW TO HIRE HOME CARE WORKERS

We ***strongly*** suggest you make up a contract with the prospective employee. It makes the arrangements clear from the very beginning and sets up a document that you may refer to later if there are any misunderstandings. Once the contract is completed, renegotiate if and when you need to, but don't ask the person to do something not agreed to without a discussion.

The contract should include:

1. JOB DUTIES - Be specific. Don't write, clean the bedroom. Instead write, mop all floors (including under the bed, dust the furniture, etc.
2. HOURS & DAYS - Example: 9:00AM to 2:00 PM, Monday through Friday.
3. SALARY - How much are you paying and when will the person be paid?
4. BENEFITS (if any) - will there be any vacation or sick leave? Are you including lunch, transportation costs, etc. in the fee or are you paying extra? Are these not included?
5. RESTRICTIONS (if any) - Are there things that you don't want the person to do in the home? Example: May the person smoke, make phone calls? Have guests?
6. LENGTH OF AGREEMENT - Is this a continuing contract or does it expire at a certain date?
7. TERMINATION - Under what circumstances would you terminate the agreement and what amount of notice would need to be given by either party?

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AN EVALUATION OF HOME CARE SERVICES NEEDED

There is a variety of possible services that you may be seeking. It may be helpful to take some time to think through the specifics of the job requirements before calling people listed on the Registry.

1. What daily routines does the person needing care require help with? (Check all that are applicable)

EATING _____ BATHING _____ GROOMING _____ GETTING IN & OUT OF BED _____ CLEANING _____

List what needs to be done & how often:

COOKING

Which meals:

TRANSPORTATION _____ YES _____ NO

Where:

When:

ESCORT SERVICE _____ YES _____ NO

Where:

When:

SHOPPING _____ YES _____ NO

Comments:

SUPERVISION/COMPANY _____ YES _____ NO

Comments:

2. Which days will the person be needed:

3. What times of the day or night are needed: