

Hiring Home Care Privately

Southern Maine Agency on Aging can help figure out what kind of help you need. Contact a Resource Specialist at 1-800-427-7411 or send an email through the SMAA website (www.smaaa.org) Information and Resource department "request information" feature.

If you decide to hire private in-home health care, you can use this worksheet to help interview and evaluate individual candidate qualifications.

Minimum Requirements

- § The candidate must be able to supply three verifiable work references
- § The candidate must be bonded
- § Check the candidates Department of Motor Vehicle record, and a criminal background check
- § Ask for a copy of the candidate's worker's compensation insurance policy
- § Ask for a copy of the candidate's full professional liability insurance policy
- § Verify how many years the candidate has been providing home health care assistance

Training

Ask the candidate to verify that they are trained in the following areas:

- CPR/first aid
- Safe bending and lifting techniques
- Infection control
- Managing incontinence / catheter care
- Bathing
- Managing difficult behaviors
- Communicating with someone who is confused or forgetful

You may also wish to ask:

What were the duties for the candidate's last two clients? _____

What are the candidate's favorite duties? _____

What are the candidate's least favorite duties? _____

How does the candidate rate his or her (circle one):

	<u>Low</u>				<u>High</u>
§ Cooking skills	1	2	3	4	5
§ Housekeeping skills	1	2	3	4	5
§ Personal care	1	2	3	4	5
§ Ability to follow instructions	1	2	3	4	5
§ Flexibility	1	2	3	4	5

Ask the candidate's references about these skills as well.

Service delivery

§ Availability: Minimum number of hours: ____ Maximum number of hours: ____

§ Is a split shift possible? [] Yes [] No

§ If the candidate is unable to work one day, can they provide a substitute?

[] Yes [] No

Payment

How are services billed? _____

Who is responsible for payment of social security, Worker's Compensation, etc. ?

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