

WELCOME

Home Care & Companions Fact Sheet

Thank you for your interest in Home Care & Companions. We hope this information answers some of your questions and we look forward to visiting with you.

INTRODUCTION

Home Care & Companions was established in 1988 as a Referral Service, bringing together our client's, who desire to maintain their home environment, and caregivers, which our staff recruits, screens and schedules. In addition to these services Home Care & Companions completes the bookkeeping involved in hiring Companion/Housekeepers as Household Employees. Our staff conducts on-going recruitment of caregivers to meet the various needs and requests of our clients. We carefully interview and screen each applicant to make successful referrals to our clients. There is no cost to you for applying or accepting employment with one of our clients.

If you are offered, and accept, a position with one of our clients, you do **NOT** become an employee of Home Care & Companions, **Your employer is the individual who applies for and holds a state and federal employer identification number and arranges for or receives home care services from you.**

IS THIS A MEDICAL OR HEALTH AGENCY?

Home Care & Companions is **NOT** a medical agency. Any certification or special training you may have is appreciated, yet not required. In addition, any special training you may need or request will be arranged through your employer. Our clients are generally looking for someone who is mature, dependable, and compassionate, has good judgment and a sincere desire to help others.

WHO ARE OUR CLIENTS?

Our clients are generally elderly individuals or couples. Some of our clients simply desire assistance with maintaining their home's on a daily, weekly or monthly basis. Some need on-going help in order to stay in their home and others are recuperating and need help for only a short period. Certain clients are terminally ill, and with your help, they are able to remain in the comfort of their own home.

Our clients are located within a 100-mile radius of Grand Island, including the Tri City area of Grand Island, Hastings and Kearney. Of course, the greater the distance you are willing to travel, the more positions you are considered for.

WHAT KIND OF WORK WILL I DO?

The most common services requested by our clients are cooking, cleaning, laundry and personal assistance. The most common personal assistance needed is help with walking, bathing and dressing. Companionship may also be an important part of your job. As a result, many close friendships have developed between the client and their Companion.

WHAT ARE THE HOURS I WOULD WORK?

There are 5 scheduling choices offered to our clients:

24 HOUR CARE:

- ∞ Usually starts at 8:00 or 9:00 am one day and goes to 8:00 or 9:00 am the next day.
- ∞ You may sleep at night, yet be available for assistance if needed.
- ∞ You work 2 - 4 shifts per week, rotating days with another caregiver, working an average of 15 shifts per month.
- ∞ You average \$1500 per month.

NIGHT CARE:

- ∞ Usually starts at 7:00 or 8:00 pm and goes to 7:00 or 8:00 am. This may include weekends. Generally these client's have 2 caregivers referred to them, allowing you to work 2 or 3 days in a row, with 2 or 3 days off, rotating weekends and holidays.

FULL TIME:

- ∞ Usually starts 7:00 or 8:00 am and is 8 to 12 hours in length. This may include weekends. Generally these client's have 2 caregivers referred to them, allowing you to work 2 or 3 days in a row, with 2 or 3 days off, rotating weekends and holidays.

PART TIME:

- ∞ Usually consists of 4 hours per day, either morning or afternoon, no week-ends. This schedule is great for someone looking for part time work, or you can be referred to more than one client, and work a full time schedule.

DROP IN:

- ∞ Usually consists of 2 – 7 hours per visit, 1 – 4 days/ week, either morning or afternoon, week ends only by special arrangement. By referring you to several clients you are able to work the number of hours a week that you want, and enjoy working with different needs and creating several relationships.

The more flexible and available you are to work within our clients' needs, the more positions you are considered for.

HOW DO I GET PAID?

Home Care & Companions suggests a standard wage to clients which is based upon the fee clients pay for services. The coordinator who interviews you will visit with you about standard wages for services. Home Care & Companions, on behalf of our client, your employer, keeps records of the hour and days you have worked, prepares payroll, deducts the appropriate state and federal withholding and issues pay checks twice a month. Home Care & Companions also issues your W2 each year on the client's behalf.

Thank you for reading this information. Please complete the application and return it to a coordinator. Do not hesitate to ask any questions you might have.