



## Hiring In-Home Help Privately

Non-medical home care companies can provide help for caring for someone at home. They interview employees, do background checks and train them. Then, when you need assistance, you contract with them and they send someone that meets your needs.

Some people prefer to hire their own help. If you feel confident in interviewing and choosing a worker, and training that worker yourself, this can be a good solution to non-medical home care needs. You set the schedule for your worker(s) and pay them what you wish. Remember, when you have an employee you are responsible for paying taxes to the IRS for them. You should always conduct a background check on a potential worker and make their employment contingent on a set probationary period to make sure they are able to meet your needs and they click with the family and care recipient.

You can find employees by word of mouth. Ask everyone you know if they know anyone who does this kind of work. If you belong to a faith community ask around there and post a help wanted notice on the bulleting board. Some colleges with medical or social service training programs may be a place to find workers. College students typically have flexible schedules that allow for work time. Each college usually has a student employment office. If this does not work, you can place an advertisement in a local newspaper or on an internet-based platform.

The more specific your advertisement is, the more likely you will get some applicants who are a good match. The reverse side of this paper has some sample advertisements.

Being an employer is not for everyone. But, if you are comfortable directing the work of someone, can be clear about your expectations and are able to give feedback, this may be the way to go.

**You can get additional assistance and information from a SMAA Resource Specialist at**

**1-800-427-7411 or [www.smaa.org](http://www.smaa.org)**

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Family Caregiver Support Program  
Southern Maine Agency on Aging at the Sam L. Cohen Center  
30 Barra Rd, Biddeford, ME 04005  
1-800-427-7411 \* [www.smaa.org](http://www.smaa.org)



## Writing Help Wanted Advertisements

It might seem better to have many people respond to your ad. However, if you get a lot of response to a particular ad, it means more people for you to screen and interview, which could make your process more involved. The goal is to get the right people responding to your ad. A well-written ad can help screen out people who are not interested in your job. However, those who do respond would likely be better candidates. So, include enough information to get “quality” applicants. Make sure your ads do not illegally discriminate.

### PERSONAL CARE WORKER

Nonsmoker needed to work with adult who has disabilities, assist with personal care and housekeeping. Days negotiable. \$15 an hour. Call (254) 555-5555 or send email to [myemail@writeme.com](mailto:myemail@writeme.com).

### PERSONAL CARE WORKER

Nonsmoker needed to work with adult **female** who has disabilities, assist with personal care and housekeeping. Days negotiable. \$15 an hour. Call (254) 555-5555 or send email to [myemail@writeme.com](mailto:myemail@writeme.com).

### PERSONAL CARE WORKER

Nonsmoker needed to work with adult **female** who has disabilities, assist with personal care, **laundry** and housekeeping. Days negotiable. \$15 an hour. Call (254) 555-5555 or send email to [myemail@writeme.com](mailto:myemail@writeme.com).

### PERSONAL CARE WORKER

Nonsmoker needed to work with adult **female** who has **quadriplegia**, assist with personal care, **laundry** and housekeeping. **Some lifting involved**. Days negotiable. \$15 an hour. **Limited paid vacation included**. Call (254) 555-5555 or send email to [myemail@writeme.com](mailto:myemail@writeme.com).

You do not need to include your name or home address. All you need is a way for people to contact you. This could be by phone, email, or regular mail. If you want people to contact you by mail, consider renting a post office box. Although you will have to pay a PO Box rental fee, it will give you more control. Whichever way you choose to be contacted, protect your privacy as much as possible.

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