

## SITTER & CAREGIVER LIST

**Elshion Bontemps** 577-0457 has been working with the elderly for 3 years, will provide total patient care- meal preparation, bath, light housekeeping, feeding tubes, laundry, doctor appointments, outings, administer medications, vital signs, will sit in the hospital, specializes in Alzheimer's, will work Monday through Friday, possible weekends, prefers days, but will work nights, 4 hour minimum, will drive own car or client's car, CNA certified, First Aid certified, \$10-\$12 depending on services requested, references available

**Dora Brown** 939-6096 has been working with the elderly for over 19 years, will provide total patient care-food preparation, laundry, light cleaning for patient only, administer medications, will work day or night Monday through Sunday, will drive her car or the client's car, CNA certificate is not current, \$9 - \$12 per hour depending on patient needs, references available

**Carolyn Buckles** 392-7068 and 258-3251 has been working with the elderly and children for 30 years, will provide total patient care-food preparation, laundry, light housekeeping, administer medications, errands, friendly visits, companionship, bathing/dressing, will work day or night Monday through Saturday, \$10-\$13/hour, references available

**Erica Carter** 458-1525 has been working with the elderly for 5 years, will provide total patient care-light housework, bed baths, meals, laundry, errands, medication management, vital signs, lifting, personal care, companionship and outings, will work day or night Monday through Sunday, will work holidays, will drive her car or the client's car, CNA and CPR certified, hourly rate depends on services provided starts at \$10/hr, 4 hour minimum, references available

**Bernadette Delavallade** 301-5515 has been working with the elderly for over 10 years, will provide total patient care- food preparation, laundry, light cleaning for patient only, administer medications, will work day or night Monday through Sunday, will drive her car or the client's car, \$10-\$15 per hour depending on services needed, references available

**Betty Galloway** 482-8067 or 491-6290 has over 20 years experience working with the elderly, will provide total patient care-meal preparation, administer medications, light housekeeping, laundry, baths, doctor appointments, will work nights Monday through Sunday, will drive her car or the client's car, \$10 per hour, references available

**Sandra Harris** 495-3372 has over 20 years experience working with the elderly, will provide total patient care-meals, administer medications, bed service, light housekeeping, errands, grocery shopping, laundry, available to work after 5pm – 8am, Friday nights not available, will drive her car or the client's car, is a CNA, \$9 per hour, 4 hour minimum, references available

**Nancy Joseph** 486-6336, 261-4772 has been working with the elderly for over 15 years, will provide total patient care—meal preparation, light housekeeping, laundry, administer medications, personal hygiene, errands, doctor appointments, will work Monday through Sunday days or nights, will live in

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client's home for short term assignments, will drive her car or the client's car, CNA certified, \$10 per hour, 4 hour minimum, references available

**Veronica Lawrence** 912-0786 has been working with the elderly for over 19 years, will provide total patient care—meal preparation, light housekeeping, laundry, administer medications, personal hygiene, errands, doctor appointments, companionship, will work Monday through Friday and prefers days but will work nights and weekends, will drive her car or the client's car, \$10 per hour or \$9 per hour for a close location, 4 hour minimum, references available

**Susan Levin** 456-0660 has been working with the elderly for over 11 years, Susan's Senior Support Services: will run errands, caregiver relief, light household chores and personal care, will take client on outings, friendly visiting, will work days Monday through Friday, will drive her car or the client's car, call to discuss fees, references available

**Toby Lew** 289-1615 has worked with the elderly for 6 years, will provide total patient care-companionship, caregiver relief, light household chores, bathing/dressing/personal hygiene, friendly visits, sitting in the hospital, outings, errands, meal preparation, administer medications, will work Monday through Friday and Sunday, will drive her car or the client's car, \$10/hour, 4 hour minimum, references available

**Phyllis Magee** 225-802-0228 has over 19 years experience working with the elderly, will provide total patient care-sitting, cooking, companionship, light housekeeping, transportation, experienced with hospice and dialysis, will work days or nights Monday through Saturday and some Sundays, will drive her car or the client's car, CNA certificate is current, \$12 per hour, 6 hour minimum, references available

**Miriam Martinez** 470-6919 has been working with the elderly for 5 years, will provide total patient care-meal preparation, bathing, light housekeeping, personal care, administer medications, companionship, outings will work nights and days on Friday and Saturday, willing to drive own car or client's car, \$9-11/hour, references available

**Maria Stone** 756-8047 has been working with the elderly and children for 8 years, will provide total patient care- sitting, cooking, companionship, light housekeeping, transportation, administer medications, bathing/dressing, willing to sit in hospital, will work Monday through Sunday, prefers days but willing to work day or night, willing to drive own car or client's car, \$11/hour, references available

**Prince Sullivan** 638-6793 and 891-5108 has over 15 years experience with the elderly, will provide total patient care, meal preparation, light housekeeping, transportation, references available, available Monday – Friday, days and nights, \$13 per hour.

**Francis Ralph** 615-9488 has over 10 years experience working with the elderly, will provide total patient care-meal preparation, bathing, light housekeeping, personal care, administer medications, will work nights and days Monday through Sunday, will drive her car only, CNA and CPR certified, \$10 - \$12 per hour depending on client needs, 5-6 hour minimum, references available

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**Ava Reynolds** 495-6971 has over 15 years experience working with the elderly including alzheimers patients. Experience with taking care of feeding tube. Drives. Will provide total patient care, meals, administer medications, light housekeeping. Will work the night shift: 7pm-7am with flexibility. 10 hr. minimum. \$12 per hour. West Bank preferable. References available.

**Lorena Richardson** 400-4871 has 15 years of experience working with the elderly, will provide total patient care-meal preparation, bathing, light housekeeping, personal care, administer medications, dietary needs, hospice, errands, friendly outings, companionship, willing to work day or night, flexible with holidays, Monday – Sunday, will driver her car or the client’s car, CNA and CPR certified, \$10/hour, references available

**Lori Stelly** 832-8137, 388-6645 has 4 years of experience working with the elderly, will provide total patient care-meal preparation, bathing, light housekeeping, personal care, administer medications, dietary needs, hospice, wound care, and a baby nurse, attends Alzheimer’s seminars regularly, prefers nights but will work day, night, and some holidays, M-F preferably, but will work some weekends, minimum of 4 hours, will driver her car or the client’s car, CNA, CPR certified, \$10-\$12 per hour depending on services needed, references available

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**\*\*\*\* AGENCIES \*\*\*\***

R & R Home Care, Inc. <b>Senior Outreach Services</b>	828-1538 or 828-1551 Home Adaptation and Cosmetology services. Therapeutic message. Support services including bathing, hair care, meal service, cooking, housekeeping, and shopping. No sitter services.
American Nursing Service	833-3100 24 hours/seven days a week, private duty nurses
Home Care Solutions	828-0900 In-home support services, caregiver training, medical and psychiatric support, long distance care giving, alternate living arrangements, legal and financial referrals, referrals to community resources
Home Instead Senior Care	833-8311 Non-medical care giving. Available 24 hours/seven days a week. Transportation, companionship, sitting services, errands and meal preparation. 3 hour minimum. Call for rates.
Maxim Healthcare Services	219-1818 Companion service – light housekeeping, meal prep, errands, and appointment transportation
ComForcare Senior Services	833-7726 Meal prep, companionship, transportation, personal hygiene, homemaking, errands
Synergy Home Care	464-3800 Companionship, homemaker, personal care
Kay's Sitting Service	469-4707 (24 hour service for the sick and elderly) Light housekeeping, meals, laundry, personal hygiene
Dependable Nursing & Family Care	486-5044 Homemaker, PCAs, CNAs, help daily living activities, childcare
Nurses Registry Home Health	736-0803 In home assistance – Rise & Shine/Sweet Dreams. Meals, light housekeeping, linens changed, bathing and bed assistance

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# ***STEPS FOR HIRING HOME HELP***

## **STEP 1: Clarify Your Needs**

## **STEP 2: Write a Contract or Job Description**

## **STEP 3: Screen Calls**

- ◆ Describe the job.
- ◆ Tell the salary range.
- ◆ Ask why the person is interested in the job.
- ◆ Specify the job requirements, i.e., car, no smoking.
- ◆ Ask about applicant's personal work habits and preferences.
- ◆ Ask for references.

## **STEP 4: Interview**

- ◆ Have a list of questions to ask such as where have you worked before? What were your job responsibilities? Have you cared for a person with similar needs before?
- ◆ Have a copy of the contract and/or job description available.
- ◆ Was the applicant on time and dressed appropriately?
- ◆ Did you agree on the terms and duties of the job?
- ◆ Did you feel comfortable with the applicant?
- ◆ Remind applicants that you must check references.
- ◆ If you didn't like the applicant, be non-committal.

## **STEP 5: Contact References**

Don't be afraid to ask lots of questions. Some might be:

- ◆ How long have you known the applicant? Dates? In what relationship?
- ◆ Is the applicant working for you now, or has he/she worked for you in the past?
- ◆ What is/was the applicant's position with you? Can you tell me more about his/her responsibilities?
- ◆ How did the person get along with you and senior adults?
- ◆ What were your impressions of him/her as a worker?
- ◆ Did he/she show initiative, or wait to be told what to do?
- ◆ Was the person reliable/dependable?
- ◆ What were the applicant's strengths? Weaknesses?
- ◆ Did you find him/her trustworthy and honest?
- ◆ Were you aware of any problems with drugs or alcohol?
- ◆ Describe your job situation and ask references if the applicant would be a good match for your position.
- ◆ Why did the person leave?
- ◆ Would you rehire the person?

**Step 6: Police Check**

- Do a criminal, civil and motor vehicle check on the applicant for Jefferson and Orleans Parish. One place to call would be Employment Research Services of Louisiana. (366-5060)

**STEP 7: Keep Records**

- ◆ A self-employed person pays his or her own social security.
- ◆ You must keep records for a person who is not self-employed. If you pay \$50 or more per quarter, you must withhold social security benefits and make quarterly payments to the IRS.
- ◆ Get appropriate forms from the IRS.
- ◆ If you pay in cash, get a receipt.
- ◆ Keep a record, including dates, of any serious problem you have with your employee in case of a dispute later.

**STEP 8: Get Insurance Coverage**

- ◆ You must have insurance coverage for any person who works in your home.
- ◆ Talk to your homeowner insurance agent about your liability coverage.

**STEP 9: Keep the person you hire**

- ◆ Keep the communication open.
- ◆ Praise for a job well done.
- ◆ Be fair and kind.
- ◆ Respect your employee's privacy.
- ◆ Don't say things you don't mean.
- ◆ Be sure your employee understands what you expect.
- ◆ Demonstrate tasks and have your employee demonstrate back to you.
- ◆ Don't let small irritations build up.
- ◆ Permit ample time to resolve problems.
- ◆ Treat your employee as you would like to be treated.