

PROVIDER DIRECTORY

How to Search for a Caregiver

Search for a Caregiver

1. On the Provider Directory homepage, enter the zipcode and desired search radius, then click or tap the “**Search**” icon (**figure 1**).
If your search results in too many caregivers, try lowering your search radius.

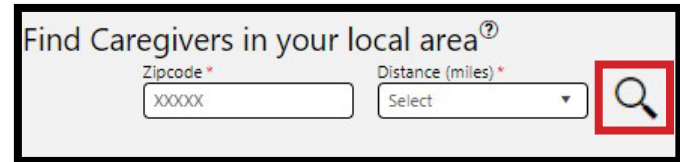
A search form titled "Find Caregivers in your local area" with a question mark icon. It contains two input fields: "Zipcode" with a red asterisk and a red box around the placeholder "XXXXX"; and "Distance (miles)" with a red asterisk and a dropdown menu showing "Select". A red box highlights a magnifying glass search icon on the right.

Figure 1: Search for caregivers

2. Complete the **CAPTCHA** at the bottom of the screen to continue (**figure 2**).
3. Use the ellipses to narrow your search results based on the days the caregiver is available and the number of hours they are available each week (**figure 3**).
4. Once you find a caregiver that meets your search criteria, click or tap “**View Profile**” for additional caregiver information (**figure 4**).

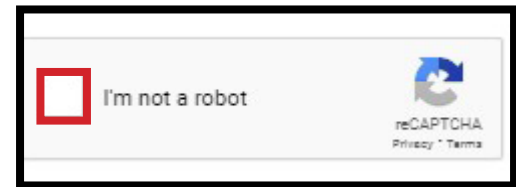
A CAPTCHA form with a red box around a square checkbox on the left. The text "I'm not a robot" is next to it. On the right is the reCAPTCHA logo and the text "reCAPTCHA Privacy Terms".

Figure 2: CAPTCHA

A form with two dropdown menus. The first is labeled "Day Available" and has "Any" selected. The second is labeled "Weekly Hours" and has an empty field with up and down arrows.

Figure 3: Additional Search Criteria

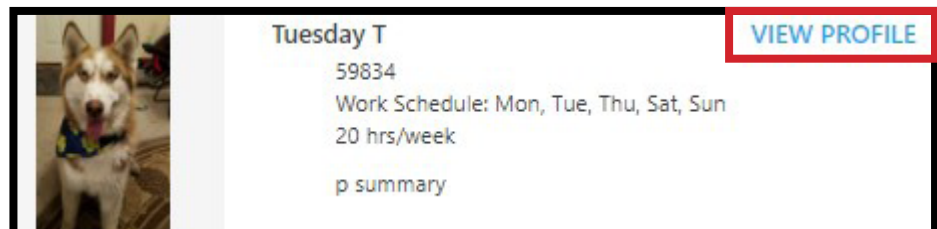
A caregiver profile card. On the left is a photo of a dog. To the right of the photo, the text reads: "Tuesday T", "59834", "Work Schedule: Mon, Tue, Thu, Sat, Sun", "20 hrs/week", and "p summary". A red box highlights a blue "VIEW PROFILE" button in the top right corner.

Figure 4: View caregiver profile

Search for a Caregiver (cont'd)

5. The **profile page** provides additional details about the caregiver (**figure 5**).
6. To contact a specific caregiver, click or tap **"Send Message"** on their profile page (**figures 5, 6**).
7. In the popup window, compose your message, enter your email address, then click or tap **"Send Message"** (**figure 7**).

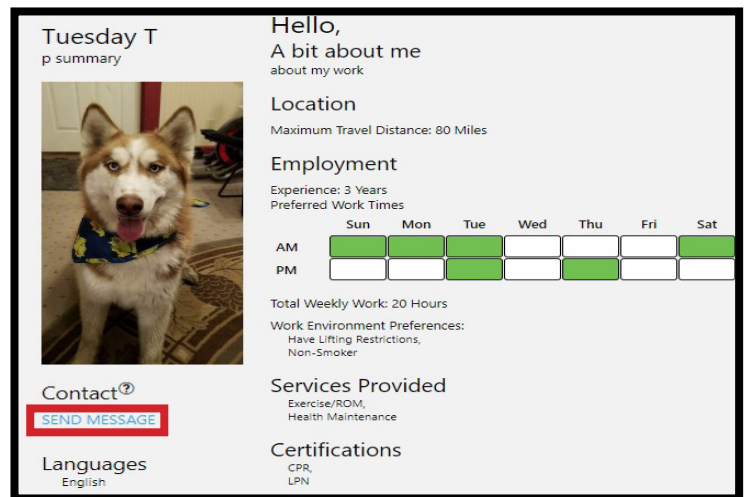


Figure 5: Caregiver profile page

Contact

Write a brief message expressing your interest. Enter your email address and hit the Send Message button. The provider directory will send this message with your email address to the recipient.

Message *

Hello

5 / 500

Email *

cg@gmail.com

Cancel Send Message

Figure 7: Send message to caregiver



Figure 6: Contact caregiver

8. An automated email will be sent to the caregiver letting them know you are interested in working with them. *Please note that Consumer Direct Care Network has no control over whether a caregiver responds or not.*
9. If the caregiver is interested in working with you, they will contact you via the email address you previously provided.
10. Recruiting is an ongoing responsibility for every client. Be sure to check the provider directory regularly for new caregivers.