

# Searching for Jobs

Basic Search versus Advanced Search



Find the care you need. Hire who you want.

# Basic Search

To do a Basic Search for Job Postings in your local area, select the distance you would like to search for, your zip code and then click *Find*. This search will bring up everything in your area and may contain a large number of results.

Welcome care1!

## Basic Search

Search for positions within

-- Distance -- Miles

Zip code

Lookup city zip code

**Find** Advanced Search

Dashboard

View My Profile

Availability Chart

Edit My Profile

Favorite Jobs

Saved Searches

Sent Applications

Archived Applications

Mail

Send Referral

Change Password

Close Account

How to Use This Site

Welcome to your HireMyCare dashboard.  
Here you can search for new job postings, edit your profile, and manage your applications.

## Dashboard

Your Profile is 20% Complete

[Click here to Edit & Complete Your Profile](#)

## Job Search and Applications

### New Job Posting Alerts

- 0 New jobs posted this week
- 0 New jobs posted this month

[Search Now](#)

### Sent Applications

- 0 Open Applications
- Hired on 0 Applications

### Favorite Job Postings

- 0 Favorite Posting

### Archived Applications

- 0 Archived Applications

## Notifications

Tip: Use the Basic Search if your only criteria is distance.

## HIREMYCARE LATEST POSTS

### Caring for an autistic child

Seek a professional evaluation. If you have concerns that your child may be autistic. Start keeping a notebook or journal about your child. A diagnosis of autism will require a developmental history. You may be asked to fill out questionnaires which ask about behaviors and development. Writing things down on a regular basis will help [...]

### Finding the right caregiver

A good checklist of items to look for in an in-home caregiver. Experience and Professionalism Caregivers need to be experienced in the area of your need, and caregivers need to be professional in the way they conduct business and provide service. You don't need a caregiver that you will need to motivate to work, to [...]

## POST CATEGORIES

- Finding Care
- News
- Personal Assistants

## HIREMYCARE LINKS

- Home
- Vendor Sign Up
- Care Seeker Sign Up
- Caregiver Sign Up

## CONTACT INFO

We'd love to hear from you and how you're using HireMyCare.com. We're available to talk at:

Phone: (855) 285-HIRE (4473)

e-mail:

[Support@HireMyCare.com](mailto:Support@HireMyCare.com)



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How to Use This Site

### Search For Jobs

Sort List by: Zip Code | Pay Rate | Date

1 Search Results Found

#### In Home Respite

Location within: 85233 | Pay rate: 7.25 - 9.00 | Posting Date: 04-04-2013

Save Search

Search My Account

Save

Click on the title to view the job posting.



## Basic Search

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 Miles

Lookup city zip code

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How to Use This Site

## In Home Respite

Location within: 85233 area code | Pay rate: 7.25 - 9.00 (US Dollars) DOE | Posting Date: 04-04-2013

## Eligible candidates must have the following:

Note: Fields left blank are not applicable for this position.

## General Requirements:

- **Sex:** M
- **Age:** 18 and older
- **Pay Rate:** \$7.25 - 9.00 /hour
- **Have a clean driving record:** -No Data Entered-
- **Have a current background check:** YES

## Required Experience and Certifications:

- **Years experience working with people with disabilities:** -No Data Entered-
- **Years experience working with older adults:** -No Data Entered-
- **Years experience providing personal care:** -No Data Entered-
- **Have experience with the following disabilities:** Aging Care, Alzheimer's Disease, Auditory Impairment, Autism or Autism Spectrum Disorders, Behavior Disorders, Cerebral Palsy, Dementia, -No Data Entered-
- **Must be familiar with children in the following age ranges:** No Childcare Experience
- **Have certification in:** Applied Behavioral Analysis (ABA), Cardio Pulmonary Resuscitation (CPR), Certified Nursing Assistant (CNA), Crisis Intervention Training (CIT), First Aid, -No Data Entered-
- **Be able to speak/write in:** American Sign Language (ASL), English, -No Data Entered-
- **Education Levels Preferred:** High School Diploma/GED, Associate's Degree (2 year college), Bachelor's Degree (4 year college)

## Job Location and Schedule:

- **Be able to work around smoke:** YES
- **Be able to provide care in ZIP:** 85233
- **Be able to work around pets:** YES
- **Be available:** Full-time, Part-time, As-needed/On-Call, Holidays
- **Preferred Weekly Shift Schedule:** Sunday Morning, Sunday Afternoon, Sunday Night, Monday Morning, Monday Afternoon, Monday Night, Tuesday Morning, Tuesday Afternoon, Tuesday Night, Wednesday Morning, Wednesday Afternoon, Wednesday Night, Thursday Morning, Thursday Afternoon, Thursday Night
- **Be able to provide care in:** In Care Recipient's Home (Not Live In)

Please read the posting thoroughly to make sure you meet the requirements. Within this posting you will find Required Experience and Certifications, Job Location and Scheduling, and Job Tasks. If *-No Data Entered-* is showing then it means it is not a requirement.

## Adding a Job to your Favorites and Apply for a Job

[Availability Chart](#)[Edit My Profile](#)[Favorite Jobs](#)[Saved Searches](#)[Sent Applications](#)[Archived Applications](#)[Mail](#)[Send Referral](#)[Change Password](#)[Close Account](#)[How to Use This Site](#)

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### Job Description

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- **Additional Comments:** Please apply if you feel you meet all of the requirements.

You can click here to **Add to Favorites** for easy future reference and/or you can click **Apply**. This will send your profile to the Care Seeker. If they respond to you, then you will be able to use the in-site messaging in order to communicate with them.

[Add to Favorites](#)[Apply](#)



# Advanced Searches

Advanced Searches can refine the number of results you get. You can look specifically for jobs that are looking for your experience/ certifications/ availability. You can also search for hours that compliment your schedule.

Click on *Advanced Search*.

The screenshot shows the HireMyCare dashboard. At the top, a welcome message reads: "Welcome to your HireMyCare dashboard. Here you can search for new job postings, edit your profile, and manage your applications." Below this is a "Dashboard" section with a progress bar indicating "Your Profile is 20% Complete" and a link to "Click here to Edit & Complete Your Profile". The main content area is titled "Job Search and Applications" and contains four boxes: "New Job Posting Alerts" (0 new jobs posted this week and this month, with a "Search Now" button), "Favorite Job Postings" (0 favorite postings), "Sent Applications" (0 open applications, hired on 0 applications), and "Archived Applications" (0 archived applications). A "Notifications" box is at the bottom. On the left, a sidebar menu lists: Dashboard, View My Profile, Availability Chart, Edit My Profile, Favorite Jobs, Saved Searches, Sent Applications, Archived Applications, Mail, Send Referral, Change Password, Close Account, and How to Use This Site. A red arrow points from the "Advanced Search" link in the sidebar to a callout box that says "Click on Advanced Search." Another callout box at the top left explains the "Advanced Search" feature.

## HIREMYCARE LATEST POSTS

### Caring for an autistic child

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Phone: (855) 285-HIRE (4473)

e-mail:

Support@HireMyCare.com

# Using the Advanced Search Function

While Advanced Searches will allow you to narrow down specific criteria that you are looking for, searches that are too specific may not yield any results in your search.

## Search

for positions within

ance --  Miles

ty zip code

**Advanced Search**

ard

Profile

Availability Chart

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How to Use This Site

Clear Form

Here, you can perform a detailed search of job postings using as many parameters as you like. Entering fewer items will return more jobs.

### Job Location (Zip Code)

Enter the Zip Code of the location where you will be commuting from.

### Search Radius (miles) from the zip code above

Select the maximum number of miles you would be willing to commute from your Zip Code.

### Gender

Some Care Seekers prefer a Caregiver of one gender or another for their care needs. Indicate your gender here.

### Age

Some Care Seekers require their Caregiver to be a legal adult. Please indicate your age here.

### Pay Rate

Select the hourly wage you would be willing to accept for this position.

### FINGERPRINT Check

Check "YES" if you have a current fingerprint clearance.

☐ Yes

### BACKGROUND Check

Check "YES" if you have a current background check.

☐ Yes

### CLEAN DRIVING RECORD

Check "YES" if you have a clean driving record for the past 5 years.

☐ Yes

### Are you able to provide transportation in your vehicle for Care Recipient?

☐ Yes

Tip: Select only the fields that are most important to you.

## Using the Advanced Search Function

- ☐ In Care Recipient's Home (Live-in)
- ☐ In Non-Residential Facility (Day program, work, etc.)
- ☐ Other Location

### Language(s)

Select all languages you can speak and write fluently.

- ☐ American Sign Language (ASL)
- ☐ Arabic
- ☐ Chinese
- ☐ English
- ☐ French
- ☐ German
- ☐ Italian
- ☐ Korean
- ☐ Polish
- ☐ Russian
- ☐ Spanish
- ☐ Tagalog

### Education

Select highest level of education you have completed

- ☒ **Some School – No diploma**
- ☐ High School Diploma/GED
- ☐ Some College
- ☐ Associate's Degree (2 year college)
- ☐ Bachelor's Degree (4 year college)
- ☐ Master's Degree (Graduate degree)
- ☐ Advanced Degree (Post Grad/Doctorate)

When you are finished selecting your criteria, click ***Submit.***





## Viewing Advanced Search Results



Welcome brandondubay!

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Search for positions within

-- Distance -- Miles

Zip code

Lookup city zip code

Find

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Sort List by: Zip Code | Pay Rate | Date

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#### In Home Respite

Location within: **85233** | Pay rate: **7.25 - 9.00** | Posting Date: **04-04-2013**

Save Search

Search Nickname

Save

Click on the title to view the job posting.

## Viewing a Job Search Posting

## In Home Respite

## Basic Search

## Search for positions within

 Miles

Lookup city zip code

Find

Advanced Search

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How to Use This Site

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## Eligible candidates must have the following:

Note: Fields left blank are not applicable for this position.

## General Requirements:

- **Sex:** M
- **Age :** 18 and older
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### Job T

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ication and medication reminders,Assistive dressing,Behavior support,Care for multiple Cooking,Emotional Support and feeding tubes,Habilitation and life skills Hairs,Housekeeping,Injections (Insulin, EPI, devices,Respite,Seizure transportation, -No Data Entered-

- **Additional Comments:** Please apply if you feel you meet all of the requirements.

[Add to Favorites](#)
[Apply](#)