

# Care Seeker Orientation

Viewing and Searching for Caregiver Profiles  
And Posting Job Openings



Find the care you need. Hire who you want.



Click here to  
logout of your  
profile.

This is your Dashboard. You  
can access everything you will  
need from here.

Welcome careseeker1!

### Basic Search

#### Search for Caregivers & Products/Services

-- Distance -- Miles

Zip code

Lookup city zip code

Search For:

Business  Caregiver

**Find** **Advanced Search**

**Post a New Job**

- Dashboard**
- My Favorite Caregivers
- My Favorite Businesses
- Open Postings
- Closed Postings
- Saved Caregiver Searches
- Saved Business Searches
- Hiring History
- Mail
- Account Information
- Change Password
- Subscription Information
- Send Referral Card
- How To Use This Site
- Close Account

Click here to get  
back to the  
Dashboard at any  
time.

## Dashboard

### Manage Your Searches and Postings

#### My Searches

- My Saved Searches (Caregivers)
- My Saved Searches (Vendors)
- Mailbox (0 new mails)

#### Job Postings

- Closed Postings
- Open Postings
- Post New Job

### Jobs and Responses

Position	Date Posted	Responses	Mail
----------	-------------	-----------	------

### Notifications



Welcome cs0823!

## Basic Search

### Search for Caregivers & Products/Services

-- Distance --

Zip code

Lookup city zip code

Search For:

Business  Caregiver

**Find**

[Advanced Search](#)

To search for Caregivers or businesses, enter the distance of how close or far away you would like them to be from you, your zip code, whether you are looking for a Caregiver or a Business and click **Find**.

[Post a New Job](#)

[Dashboard](#)

[My Favorite Caregivers](#)

[My Favorite Businesses](#)

[Open Postings](#)

[Closed Postings](#)

[Saved Caregiver Searches \(limit 10\)](#)

## Dashboard

### Your Searches and Postings

#### Searches

[My Searches \(Caregivers\)](#)

[My Searches \(Vendors\)](#)

[Check for new mails\)](#)

#### Job Postings

[Closed Postings](#)

[Open Postings](#)

[Post New Job](#)

## Jobs and Responses

Position

Date Posted

Responses

Mail

## Notification

This will allow you to post a customized job to which Caregivers can apply. This is going to assist you in filling the position you are hiring for without have to search the database.

# Basic Search Results



In the Basic Search you can see the Caregiver's name, location, pay rate, experience and rating.

Welcome carlosk99!

## Basic Search

### Search for Caregivers & Products/Services

20 Miles

11111

Lookup city zip code

Search For:

Business  Caregiver

Find

Advanced Search

Post a New Job

Dashboard

My Favorite Caregivers

My Favorite Businesses

Open Postings

Closed Postings

Saved Caregiver Searches

Saved Business Searches

Hiring History

Mail

Account Information

Change Password

Subscription Information

Send Referral Card

How To Use This Site

Close Account

## Search for Caregivers

Sort List by: Name | Pay Rate | Zip Code

### 1 Search Results Found

Caregiver Name	Basic Info	Experience	Rating
<a href="#">John Doe</a>	Location: 11111 Pay Rate: 11.01 - 13.00	Administer medication and medication reminders,Assistive technology,Bathing/toileting/Incontinent care/grooming/dressing,Behavior support,Care for multiple individuals at once,Community access and integration,Cooking,Emotional Support and companionship,Errands/delivery,Feeding assistance,Feeding tubes,Habilitation and life skills coaching,Heavy lifting,Homefacility maintenance or repairs,Housekeeping,Injections (Insulin, EPI, etc.),Medical equipment,Mobility equipment and related devices,Respite,Seizure attendance,Transferring/Body Lifting/Repositioning,Transportation	*****

Click on the name to view the Caregiver profile.

Tip: Caregiver ratings are averages of all employer ratings and will not appear if a caregiver has not yet been rated.

Save Search

Save

## Viewing a Profile

Viewing the Caregiver's profile will allow you to see more in-depth information about the Caregiver to see if their experience and certifications meet your requirements.

## Basic Search

Search for Caregivers & Products/Services

Distance  Miles

Zip code

City/zip code

Search For:

Business

Caregiver

Find

Advanced Search

Post a New Job

Dashboard

My Favorite Caregivers

My Favorite Businesses

Open Postings

Closed Postings

Saved Caregiver Searches

Saved Business Searches

Hiring History

Mail

Account Information

Change Password

Subscription Information

Send Referral Card

How To Use This Site

Close Account

## Profile view Caregiver

## John Doe

Avg Rating: ★★★★★



Click to View Employee Resume:

## Availability Chart

	S	M	T	W	T	F	S
	S	M	T	W	T	F	S
	u	o	u	e	n	r	a
	n	d	e	d	u	r	c
12:00 AM							
01:00 AM							
02:00 AM							
03:00 AM							
04:00 AM							
05:00 AM							
06:00 AM							
07:00 AM							
08:00 AM							
09:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
01:00 PM							
02:00 PM							
03:00 PM							
04:00 PM							
05:00 PM							
06:00 PM							
07:00 PM							

Any fields left blank indicate that the caregiver cannot meet that requirement. If you have questions or would like to learn more, please contact the caregiver directly.

Age: 18 or older

Sex: M

Hourly Pay Rate: \$11.01 - 13.00

Is willing to drive: 35 miles from Zip Code: 11111

Has Current Background Check: -No Data Entered-

Can Work Around Smoke: -No Data Entered-

Can Work Around Pets: -No Data Entered-

Can Work In the Following Care Locations: Caregiver's Home, In Care Recipient's Home (Not Live-In), In Non-Residential Facility (Day program, work, etc.), Other Location

Current Clean Driving Record: -No Data Entered-

Has Clean Driving Record (5 years): -No Data Entered-

Can Provide Transportation: -No Data Entered-

General Availability: Part-time, As-needed/On-Call, Holidays

Weekly Scheduling Availability: Monday Morning, Tuesday Morning, Wednesday Morning, Wednesday Night, Thursday Morning, Friday Night, Saturday Night

Certifications: Cardio Pulmonary Resuscitation (CPR), Certified Nursing Assistant (CNA), Crisis Intervention Training (CIT), First Aid, Lifting and Transferring

Skills: Administer medication and medication reminders, Assistive technology, Bathing/toileting/Incontinent care/grooming/dressing, Behavior support, Care for multiple individuals at once, Community access and integration, Cooking, Emotional Support and companionship, Errands/delivery, Feeding assistance, Feeding

Tip: -No Data Entered- means that a caregiver cannot meet that requirement. Please contact the caregiver if you have any questions.

## Caregiver Profile: Sending Messages

Our In-Site Message System will allow you to contact the Caregiver without giving away personal information. You can ask questions about their experience, availability or certifications; anything you feel that is important before you set up an interview.

You can also add this Caregiver to your favorites in case you don't want to message them immediately. You can use this function to save this Caregiver for a future job that you may not need immediately or compare them to another caregiver.

Enter a  
subject line

Create your  
message.

Click **Send Message**  
when you are  
completed with  
your message.

Physical Disabilities: -No Data Entered-  
Following Disabilities: Aging Care,Alzheimer's Disease,Autism or Autism Spectrum Disorders,Behavior Disorders,Cerebral Palsy,Epilepsy/Seizure Disorder,Physical Disability,Stroke,Veteran's Disabilities,Visual Impairment

Years of Experience with Aging Individuals: -No Data Entered-

Has Experience with the Following Age Ranges of Children: 0-3 years,4-12 years,13-18 years

Education: High School Diploma/GED,Some College

Languages: English

Personal Website 1: -No Data Entered-

Personal Website 2: -No Data Entered-

Personal Website 3: -No Data Entered-

Add to Favorites

My Notes:

Send Message to Caregiver

Enter Subject (Required)

Need Care Giver

Enter Message (Required)

Hi, I really liked your qualifications. Could you let me know more about the experience that you have with....

Send Message

10:00 PM
11:00 PM

## Caregiver Profile: Sending Messages

-No Data Entered-

-No Data Entered-

Personal Website 3: -No Data Entered-

Add to Favorites

My Notes:

Send Message to Caregiver

 Message Sent Successfully

Enter Subject (Required)

Enter Message (Required)

Send Message

Tip: To add notes about this Caregiver, click **Add to Favorites**, once under this listing you can click the page and pencil (view Adding a Caregiver to Favorites slides) and add notes. It will show up when you view the Caregiver profile again.

You will see this message appear temporarily after the message is sent.

