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714 4th St SW, Albuquerque, NM 87102

(505) 510-3295

**Home Care Needs Form**

Introduction

Encuentro supports immigrants that want to work in the fast-growing industry of home health care. We offer Home Health Aide training, in collaboration with CNM, in the spring and fall each year. We also offer English as a Second Language for health care workers, a business class for home health aides that want to work as independent contractors, and we offer job matching services.

This form is to facilitate job matching between persons in the community that are seeking home health aide services and our Home Health Aide (HHA) program graduates.

Our intent is to support the HHA program graduates in gaining employment that provides them with a decent wage to support themselves and their families. You can learn more here: [http://faircarepledge.com/fairpay/.](http://faircarepledge.com/fairpay/) In the Albuquerque area, we believe that a fair wage for home care workers is $15.00 per hour and that transportation provided as part of work duties should be reimbursed at $.43/mile ( State of NM mileage reimbursement rate as of 1/1/17).

Thank you for considering Encuentro's HHA graduates! We are confident that our HHA graduates are well-trained and eager to meet your caregiving needs.

## Email address \*

**What to Expect**

Contacting HHA candidates: We will recommend two to four candidates that best meet the needs you describe in the following form. You can choose to contact the candidates directly or we can ask them to contact you first.

Interviewing candidates: You can choose to interview the candidates at your home, at the home of the person needing care, or a public space such as a library or coffee shop. You are welcome to interview the candidates in the Encuentro office, at 714 4th St. NW, if you would like. A helpful tool for interviewing HHA candidates can be found here: <http://domesticemployers.org/qa/what-should-i-ask-> in-an-interview/ .

Choosing an HHA for hire: The decision to hire one of the HHA candidates that are referred to you by Encuentro is your decision, exclusively. Although we are supportive of the HHA candidates and you in this process, we are not a licensed home care agency and do not carry liability insurance.

Language needs and accommodations: The HHA candidates are English language learners. Some have a very high level of English skills and others are working to improve their English skills. While we will recommend HHA candidates that meet language level needs that you indicate in the following form, you will need to make the best decision for your needs. Keep in mind that communication skills often improve as people get to know each other and much of our communication takes place through gestures and facial expressions, so language competency during an interview may under-represent a candidate's capacity to communicate one on one in a home care setting.

# Personal Care

**Please tell us about the personal care that is required by**

**responding to the following questions.**

## Assist with transfers (getting in and out of bed, going from chair to bed, using the toilet, etc)

*Mark only one oval.*

Yes No

## Assist with toileting, dressing, personal grooming

*Mark only one oval.*

Yes No

## Assist with bathing

*Mark only one oval.*

Yes No

## Assist with medication reminders

*Mark only one oval.*

Yes No

## Assist with blood pressure, pulse, or other vital sign checks

*Mark only one oval.*

Yes No Maybe

# Meals

Plan & prepare meals & snacks. Clean dishes and dining area.

# Meals

1. *Check all that apply.*

Breakfast Lunch Dinner

Between meal snacks

# Light Housekeeping

Empty trash, sweep floor, dust furniture, keep home clear of clutter, make bed, tidy bathroom, do light laundry (client clothes only

## Assist with day-to-day, light housekeeping

*Mark only one oval.*

Yes No

# Quality Time Activities

Sitting outside, going on walks, reading out loud, playing games, general conversation.

## Accompany, assist with quality time activities

*Mark only one oval.*

Yes No

# Away from home activities

## Transport & assist with grocery shopping and errands

*Mark only one oval.*

Yes No

## Transport & assist with doctor or pharmacy visit

*Mark only one oval.*

Yes No

## Transport to social activities

*Mark only one oval.*

Yes No

## Accompaniment while at social activities

*Mark only one oval.*

Yes No

# Schedule

## Hours of Care Needed On A Weekly Basis

*Mark only one oval.*

Less than 6 hours per week 6-10 hours per week

11-20 hours per week 21-30 hours per week

30 or more hours per week

## Days and Times needed

*Check all that apply.*

AM PM Both

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |

# Untitled Section

## How soon would you like to start home care services?

*Mark only one oval.*

As soon as possible In 1 month - 2 months

in 3 months

In the future but uncertain of start date Other:

# Description of the person requiring care

## Gender

*Mark only one oval.*

Male Female

## Age

1. **What area of the city does she/he live?**

*Mark only one oval.*

Central Northwest Southwest Northeast Southeast

East Mountains Rio Rancho Other:

## Medical Issues

*Check all that apply.*

Dementia or Alzheimers Disease Parkinson's Disease

Diabetes Dialysis Other:

## English skill level desired for communication with caregiver

*Mark only one oval.*

Basic English skills Average level English skills

Advanced level English skills

# Contact Information

## Contact Name

1. **Best way to contact you**

*Mark only one oval.*

Phone Email Either

## Phone number and/or email address

1. **Preference for contacting HHA candidates**

*Mark only one oval.*

I will contact them first

I would like them to contact me

## Preference for interviewing candidates

*Mark only one oval.*

In my home or home of the person needing care

At Encuentro office, 714 4th St SW, ALbuquerque, NM Other:

# Next steps

Mail or deliver your form to Encuentro: 714 4th St SW, Albuquerque, NM 87102. Encuentro will contact you within 3-5 business days to follow up. We will provide you with information about potential candidates to meet your home care needs and can answer questions you may have. Thank you for reaching out to Encuentro!

# Evaluation

This section will provide a space for clients to provide brief feedback on their experience with our HHAs. The form will include basic identifiers- HHA name,dates employed, and a few questions rating satisfaction with level of competency, attitude, reliability, strengths in specialized areas, would they recommend to other clients, and place for brief comments.

A copy of your responses will be emailed to the address you provided