

Important Information for Independent Contractor Caregivers

ShareCare wishes to be certain that our willingness to list you as an Independent Contractor Caregiver is fully understood and that you have all the information you need to serve in this role. To make your work relationship a positive and productive one for both you and ShareCare members who may seek your services, we ask that you consider the following points:

1. ShareCare reviews and compiles a list of independent caregivers for assisting its members in finding the care services they need. ShareCare recommends qualified caregivers and monitors the well being of its members. ShareCare does not charge either party for this service.
2. The member or member's representative interviews and contracts directly with the caregiver. Together the two parties determine wages, expectations, job description, and work schedule. ShareCare members understand that they will be paying directly for the caregiving services provided.
3. Membership Addendum forms spelling out the above relationship, with the original being on file in the office, must be signed by both the member and the independent contractor caregiver at the time of the initial hiring meeting.
4. We recommend that members and contractors discuss the relationship fully and openly, including any expectations or needs either party may have—even such topics as how the member wishes to be addressed, smoking, attire, meals, housekeeping assistance, etc. Little things can sometimes become an issue if they have not been talked through at the start. Open communication fosters positive and successful relationships.
5. ShareCare recommends that you develop a simple written agreement (contract) with each family you serve if it is expected that service would be repeated over several days or weeks. Two or three sentences can describe days/hours to be worked, what wages will be expected and when they are to be paid (weekly, bi-monthly, monthly). Good business practices keeping daily records, including a list of various employers, each job situation, hours, income, business expenses and travel mileage. For tax filing purposes, preparation of a 'bill' provides you and your employer with a record of the wages paid.
6. ShareCare informs its members that fees currently range from \$13.00 to \$18.00 per hour, and wages are to be agreed upon between the contractor and the member. The fee agreed upon is generally based on the level of skill and services needed, overnight services, weekly or monthly rates, and live-in situations.
7. It is important for the caregiver to remember that if Hospice or Home Health Care is involved, the Hospice or Home Health RN (or on-call RN) is the designated person to make contact with doctors. Otherwise, the ShareCare RN should be

consulted and will coordinate (per member's wishes) with the physician or other professional providers.

8. Independent contractors should be familiar with the Internal Revenue Service's definitions and requirements for doing business as an independent contractor. (See IRS Publication #533, Form #941 and www.irs.ustreas.gov/businesses/small/index.html.) Any person doing business in Leelanau County is required by law to file either a DBA or Co-Partnership. Filing is a simple and inexpensive matter. (Information enclosed).
9. **Important:** For CNA re-licensing you are required to work eight hours at a long term care facility. ShareCare is not an approved facility, and working for its members does not meet the criteria for renewing your license. ShareCare's RN can not sign the renewal form.

ShareCare has found that caregivers who work as independent contractors offer continuity, initiative, and creative problem solving; provide a high level of skill and experience; and take a great interest in the total well being of their patients (our members). We are pleased to promote the services of those we have screened and chosen to recommend.

Our staff encourages contractors to remain in contact with the ShareCare office and to share information or ask for advice that can help them do their jobs. We want families and caregivers to bring to our attention other needs that should receive attention. Thank you for becoming a partner in ShareCare's effort to help its members remain comfortably and safely in their own homes for as long as possible.